

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

September 3, 2021 10:30 a.m.

Zoom Link <https://NJCU.zoom.us/j/94359402591?pwd=RHVDbWxtT1NIWklzMnZoUEJzUzRjdz09>

Meeting ID: 943 5940 2591, Passcode: 28022286

MINUTES

I. Call to Order / Roll Call

Present by Zoom:

Sue Henderson, AIC Chair – NJCU

Nurdan Aydin – NJCU

Eva Skuka – Berkeley College

David Stout – Brookdale Community College

Rafael Castilla – Eastwick College

Chris Capuano – Fairleigh Dickinson University

Joseph Marbach – Georgian Court University

Jeff Toney – Kean University

Robert Schreyer – Mercer County Community College

Linda Scherr – Middlesex County College

Pamela Scott-Johnson – Monmouth University

Kimberly Hollister – Montclair University

Basil Baltzis - NJIT

Deborah Preston – Raritan Valley Community College

Roberta Harvey – Rowan University

James Burkley – Rutgers University

Jennifer Palmgren – TCNJ

Jeffrey Osborn - TCNJ

Also present by Zoom:

David Birdsell – Kean University

Jennifer Fitzgerald – NJCU

Allison Samay – NJPC

Lori Harris-Ransom - OSHE

II. Approval of Minutes of the July 28, 2021 Meeting

Dr. Marbach moved for approval of the minutes of the July 28, 2021 meeting. The motion was seconded by Dr. Baltzis. Minutes were approved.

III. Report from the Chair

IV. New Programs

A. **Monmouth University**

1. D.S.W. in Human Rights Leadership, CIP 44.0701

First Reader: Jeff Toney, Kean University

Second Reader: Jeffrey Osborn, TCNJ

Dr. Toney was unable to review the program. The second reader Dr. Osborn stated the institution acknowledges this program will exceed their mission and will be the fourth doctoral degree program if approved. The program will be offered as an online synchronous model with a week long summer intensive residency each year.

International faculty will be brought in during residency periods. Accreditation will not be sought, but the curriculum was modeled after the Council of Social Work Education standards. The curriculum is both project and case based and interdisciplinary in scope. The assessment plan shows an ongoing cycle of assessment via direct and indirect methods. The consultant was highly qualified and performed a virtual site visit. The consultant believes the existing resources are more than adequate, but the institution plans to hire an assistant professor for the D.S.W. and M.S.W. program to free up the existing faculty to contribute to the doctoral program. A program director, administrative assistant, and adjuncts will also be hired. The consultant stated the outcomes assessment does not directly address how the specific D.S.W. learning outcomes are to be evaluated. Additionally, the consultant recommended the proposal be modified and directly linked with outcomes assessment to the stated learning outcomes. The proposal was modified based on the consultant recommendations. A cohort model will be used with an anticipation of 10-15 students per cohort and a projection of 37 students by year three. A market research assessment was conducted, and there is a strong student and faculty interest in the program. Dr. Osborn recommended the proposal move forward to the Presidents' Council. The motion was carried. Dr. Scott-Johnson recused.

V. For Your Information

A. Camden County College

- Nomenclature change **from** A.A.S. in Veterinary Technology **to** A.A.S. in Veterinary Nursing, CIP 01.8301

B. Kean University

- Termination of M.A. Hindi and Urdu Language Pedagogy, CIP 13.1306
- Two New Graduate Certificates:
 - School Nursing, Instructional, CIP 51.3808
 - School Nursing, Non-Instructional, CIP 51.3808

VI. Old Business

A. Eastwick College

1. B.S. in Nursing, CIP 51.3801 (previously submitted on 7/28/2021)

First Reader: *Marsha Pollard, Berkeley College

Second Reader: Joseph R. Marbach, Georgian Court University

*Dr. Skuka stated there is undisputed value in an LPN to BSN program, however the institution has not clearly described how the proposed program will serve and meet the needs of all working LPN's via a program that is different from the existing programs. The institution states that its value proposal among private institutions is strong to

include one institution, an equitable transfer policy, straightforward and competitive program costs, lower opportunity costs, and shorter time to completion. It is unclear in the original proposal, as well as in the submission response, how the transfer credit policy will provide equitable opportunities to LPN's that graduated outside the institution's practical nurse program. Therefore, the value proposition of a new program proposal should extend beyond one institution. A revised projection of anticipated enrollment was provided. Although the New Jersey Board of Nursing does not provide specific restrictions to the maximum enrollment capacity for provisionally accredited RN programs it does state that a nursing program on provisional accreditation shall only graduate one class per calendar year. Therefore there is a possibility that the New Jersey Board of Nursing may provide recommendations for limitation of enrollment during the provisional approval phase of the program. The institution provided cost revenue projections. Despite a few minor discrepancies between the enrollment numbers appearing at the top of the table and the information provided in the budget notes box, the program budget includes the necessary details for an assessment of the financial support that the institution will give to the program for an opportunity of a successful implementation. Admission criteria and the Transfer Credit Policy were provided. A more defined admission criteria and clearer Transfer Credit Policy of general education courses specific to the program would have helped provide a clear picture of the bridge aspect of the program, which in turn would help to assess the overall cost of the program. There is a sound plan to expand the existing clinical agreements to include the new program as well as to establish new agreements with new facilities. Dr. Skuka recommended the proposal to move forward to the Presidents' Council. The second reader Dr. Marbach stated the institution addressed the five main concerns overall and make a case for the LPN to BSN program. Enrollments were adjusted to take into account any time delays, so he is satisfied that the institution has a realistic understanding of what their audience is going to be. The budget makes it clear the program is viable. Dr. Marbach seconded the motion for the proposal to move forward to the Presidents' Council. Dr. Harvey confirmed Rowan University accepts the response of Eastwick College to their original objection, and Dr. Hollister confirmed Montclair University accepts their response as well. The motion was carried. Dr. Castilla recused.

B. 3+1 Programs

A few minor adjustments were made to the draft of the 3+1 Policy. The committee agreed the language should be added to the manual pending approval by Presidents' Council. Upon approval by the Presidents' Council Dr. Preston will work on the necessary appendices that should accompany the new policy. Dr. Stout motioned to move the drafted policy forward to the Presidents' Council, and Dr. Capuano seconded the motion. The motion was carried.

VII. New Business



Rafael Castilla <rcastilla@eastwick.edu>

Cancelled - October 1 AIC Meeting

AIC <AIC@njcu.edu>

Fri, Oct 1, 2021 at 11:20 AM

To: "Scott-Johnson, Pamela" <pscottjo@monmouth.edu>, AIC <AIC@njcu.edu>, "mj@berkeleycollege.edu" <mj@berkeleycollege.edu>, "dstout@brookdalecc.edu" <dstout@brookdalecc.edu>, "mwhelan@caldwell.edu" <mwhelan@caldwell.edu>, "tomeastwick@aol.com" <tomeastwick@aol.com>, "capuano@fdu.edu" <capuano@fdu.edu>, Lamont Repollet <lrepollet@kean.edu>, "wangj@mccc.edu" <wangj@mccc.edu>, Mark McCormick <MMcCormick@middlesexcc.edu>, "Leahy, Patrick" <Patrick.Leahy@monmouth.edu>, "koppellj@montclair.edu" <koppellj@montclair.edu>, "joel.bloom@njit.edu" <joel.bloom@njit.edu>, "michael.mcdonough@raritanval.edu" <michael.mcdonough@raritanval.edu>, "houshmand@rowan.edu" <houshmand@rowan.edu>, "president@rutgers.edu" <president@rutgers.edu>, Jon Connolly <jconnolly@sussex.edu>, "foster@tcnj.edu" <foster@tcnj.edu>
 Cc: "allison.samay@njpc.org" <allison.samay@njpc.org>, "Taylor, Eric" <Eric.Taylor@oshe.nj.gov>, "lori.harris-ransom@oshe.nj.gov" <lori.harris-ransom@oshe.nj.gov>, "Rogalski, Donna [OSHE]" <Donna.Rogalski@oshe.nj.gov>, Marsha Pollard <marsha-pollard@berkeleycollege.edu>, "rcastilla@eastwick.edu" <rcastilla@eastwick.edu>, "dbirdsell@kean.edu" <dbirdsell@kean.edu>, "schreyer@mccc.edu" <schreyer@mccc.edu>, "LScherr@middlesexcc.edu" <LScherr@middlesexcc.edu>, "hollisterk@montclair.edu" <hollisterk@montclair.edu>, Nurdan Aydin <naydin@njcu.edu>, Basil Baltzis <baltzis@njit.edu>, "Preston, Deborah" <Deborah.Preston@raritanval.edu>, "Harvey, Roberta K" <harvey@rowan.edu>, "dwolcott@oq.rutgers.edu" <dwolcott@oq.rutgers.edu>, "josborn@tcnj.edu" <josborn@tcnj.edu>, Jennifer Palmgren <palmgrej@tcnj.edu>

Good morning,

This email is to confirm the October 1 AIC meeting was cancelled. Kindly see the attached email for reference.

Regards,

Jennifer Fitzgerald

Project Coordinator
 New Jersey City University
 2039 John F. Kennedy Boulevard
 Hepburn Hall, Room 308
 Jersey City, NJ 07305-1597
 Office 201-200-2033 | Fax 201-200-3478



----- Forwarded message -----

From: Jennifer Fitzgerald <JFITZGERALD@njcu.edu>
 To: AIC <AIC@njcu.edu>, "Marsha Pollard" <marsha-pollard@berkeleycollege.edu>, "dstout@brookdalecc.edu" <dstout@brookdalecc.edu>, "mwhelan@caldwell.edu" <mwhelan@caldwell.edu>, "rcastilla@eastwick.edu" <rcastilla@eastwick.edu>, "capuano@fdu.edu" <capuano@fdu.edu>, "dbirdsell@kean.edu" <dbirdsell@kean.edu>, "schreyer@mccc.edu" <schreyer@mccc.edu>, "LScherr@middlesexcc.edu" <LScherr@middlesexcc.edu>, "pscottjo@monmouth.edu" <pscottjo@monmouth.edu>, "hollisterk@montclair.edu" <hollisterk@montclair.edu>, Nurdan

Aydin <naydin@njcu.edu>, "Basil Baltzis" <baltzis@njit.edu>, "Preston, Deborah" <Deborah.Preston@raritanval.edu>, "Harvey, Roberta K" <harvey@rowan.edu>, "dwolcott@oq.rutgers.edu" <dwolcott@oq.rutgers.edu>, "Jon Connolly" <jconnolly@sussex.edu>, "josborn@tcnj.edu" <josborn@tcnj.edu>, Jennifer Palmgren <palmgret@tcnj.edu>
 Cc: "allison.samay@njpc.org" <allison.samay@njpc.org>, "cgruskos@brookdalecc.edu" <cgruskos@brookdalecc.edu>, "Kievit, Sharon" <skievit@caldwell.edu>, "Maris Henson" <mhenson@kean.edu>, "browerb@mccc.edu" <browerb@mccc.edu>, "Miller, Leslie" <millerl@mccc.edu>, "Bernadette Roa" <BRoa@middlesexcc.edu>, "gough@monmouth.edu" <gough@monmouth.edu>, "aiellok@montclair.edu" <aiellok@montclair.edu>, "Lissette Gutierrez" <gutierrezl@montclair.edu>, "Lynnette.McCarthy@raritanval.edu" <Lynnette.McCarthy@raritanval.edu>, "sheri.pontarollo@raritanval.edu" <sheri.pontarollo@raritanval.edu>, "mdejoseph@sussex.edu" <mdejoseph@sussex.edu>, "Gem Perkins" <perkinsg@tcnj.edu>, "Taylor, Eric" <Eric.Taylor@oshe.nj.gov>, "lori.harris-ransom@oshe.nj.gov" <lori.harris-ransom@oshe.nj.gov>, "Rogalski, Donna [OSHE]" <Donna.Rogalski@oshe.nj.gov>
 Bcc:
 Date: Thu, 30 Sep 2021 20:29:52 +0000
 Subject: RE: October 1 AIC Meeting

Good afternoon,

Majority of the AIC has approved the September 3 meeting minutes and the October 1 agenda. Additionally, there are no new business items. Therefore we will not have the October 1 AIC meeting.

Regards,

Jennifer Fitzgerald

Project Coordinator
 New Jersey City University
 2039 John F. Kennedy Boulevard
 Hepburn Hall, Room 308
 Jersey City, NJ 07305-1597
 Office 201-200-2033 | Fax 201-200-3478



From: AIC

Sent: Thursday, September 30, 2021 9:21 AM

To: 'Marsha Pollard' <marsha-pollard@berkeleycollege.edu>; 'dstout@brookdalecc.edu' <dstout@brookdalecc.edu>; 'mwhelan@caldwell.edu' <mwhelan@caldwell.edu>; 'rcastilla@eastwick.edu' <rcastilla@eastwick.edu>; 'capuano@fdu.edu' <capuano@fdu.edu>; 'dbirdsell@kean.edu' <dbirdsell@kean.edu>; 'schreyer@mccc.edu' <schreyer@mccc.edu>; 'LScherr@middlesexcc.edu' <LScherr@middlesexcc.edu>; 'pscottjo@monmouth.edu' <pscottjo@monmouth.edu>; 'hollisterk@montclair.edu' <hollisterk@montclair.edu>; Nurdan Aydin <naydin@njcu.edu>; 'Basil Baltzis' <baltzis@njit.edu>; 'Preston, Deborah' <Deborah.Preston@raritanval.edu>; 'Harvey, Roberta K' <harvey@rowan.edu>; 'dwolcott@oq.rutgers.edu' <dwolcott@oq.rutgers.edu>; 'Jon Connolly' <jconnolly@sussex.edu>; 'josborn@tcnj.edu' <josborn@tcnj.edu>; 'palmgret@tcnj.edu' <palmgret@tcnj.edu>

Cc: Jennifer Fitzgerald <JFITZGERALD@njcu.edu>; allison.samay@njpc.org; 'cgruskos@brookdalecc.edu' <cgruskos@brookdalecc.edu>; 'Kievit, Sharon' <skievit@caldwell.edu>; 'Maris Henson' <mhenson@kean.edu>; 'browerb@mccc.edu' <browerb@mccc.edu>; 'Miller, Leslie' <millerl@mccc.edu>; 'Bernadette Roa' <BRoa@middlesexcc.edu>; 'gough@monmouth.edu' <gough@monmouth.edu>; 'aiellok@montclair.edu' <aiellok@montclair.edu>; 'Lissette Gutierrez' <gutierrezl@montclair.edu>; 'Lynnette.McCarthy@raritanval.edu' <Lynnette.McCarthy@raritanval.edu>; 'sheri.pontarollo@raritanval.edu' <sheri.pontarollo@raritanval.edu>; 'mdejoseph@sussex.edu' <mdejoseph@sussex.edu>; 'Gem Perkins' <perkinsg@tcnj.edu>; 'Taylor, Eric' <Eric.Taylor@oshe.nj.gov>; 'lori.harris-ransom@oshe.nj.gov' <lori.harris-ransom@oshe.nj.gov>; 'Rogalski, Donna [OSHE]' <Donna.Rogalski@oshe.nj.gov>

Subject: October 1 AIC Meeting

Importance: High

Dear AIC,

We have reviewed the agenda for the meeting on Friday, October 1 which is attached. There are no action items other than approval of the minutes from the last meeting. There are information items also which do not require approval.

If you are comfortable approving the minutes via response to Jennifer Fitzgerald who is copied here we can forgo the need of a meeting this Friday and give your day back to you.

Please respond to Jennifer if you approve the minutes and agenda. Unless we hear from someone who would like to meet, we will forgo the Friday meeting.

Regards,

Sue Henderson

 **RE: October 1 AIC Meeting.eml**
34K

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

November 5, 2021 11:00 a.m.

Zoom Link <https://NJCU.zoom.us/j/95618435883?pwd=dm9PR09IN0tHUzJ5aDBEZVpiSHdrZz09>

Meeting ID: 956 1843 5883, Passcode: 55411052

MINUTES

I. Call to Order / Roll Call

Present by Zoom:

Sue Henderson, AIC Chair – NJCU

Nurdan Aydin – NJCU

Marsha Pollard – Berkeley College

David Stout – Brookdale Community College

Matthew Whelan – Caldwell University

Rafael Castilla – Eastwick College

Gillian Small – Fairleigh Dickinson University

David Birdsell – Kean University

Robert Schreyer – Mercer County Community College

Linda Scherr – Middlesex County College

Pamela Scott-Johnson – Monmouth University

Joanne Cote-Bonanno – Montclair University

Basil Baltzis - NJIT

Deborah Preston – Raritan Valley Community College

Roberta Harvey – Rowan University

David Wolcott – Rutgers University

Jennifer Palmgren – TCNJ

Jeffrey Osborn - TCNJ

Also present by Zoom:

Jennifer Fitzgerald – NJCU

Allison Samay – NJPC

Eric Taylor - OSHE

Lori Harris-Ransom – OSHE

Donna Rogalski - OSHE

II. Report from the Chair

On September 1, 2021 amendments to statutes that govern higher education in New Jersey went into effect. The amendments fall into the four categories: sufficient academic quality, sufficient labor market demand, duplication with existing programs, and whether or not the expense to the state is unduly significant. OSHE has begun the process to establish standards for the review of new academic programs and expect the standards to go into effect February 2022. Additionally,

OHSE has developed a draft of changes that reflect the new standards for the AIC Manual and will collaborate with the following AIC members to finalize all changes: Chris Capuano, Roberta Harvey, Deborah Preston, Rafael Castilla, and Nurdan Aydin. The updated manual is expected to be complete by December 2021 and implemented by January 2022.

III. New Programs

A. **Rowan University**

1. B.S. in Healthcare Management and Administration, CIP 51.0701

First Reader: *Christopher Capuano, Fairleigh Dickinson University

Second Reader: David Wolcott, Rutgers University

*Dr. Small stated the primary objective of this program is to prepare professionals who can assume a leadership role shaping the future of healthcare. The program is clearly aligned with the institution's mission. There are only a few similar programs in the region, and it is pointed out this program is unique as students are required to carry out an internship during the course of their studies. The curriculum is designed to facilitate the development of student competencies, communication, critical thinking, problem solving, and interpersonal effectiveness. The evaluation and learning assessment plan is well laid out and mapped to the learning outcomes. Assessment is both by direct and indirect methods. The institution projects a modest number of students starting at 15 in year one and rising to 100 by year five. The Bureau of Labor Statistics reports the program is in a growing area where jobs are expected to grow at a much faster rate than average, and the degree with little to no experience is all that is needed for entry level positions to start with a salary of \$70k. A lead professor has already been identified. This lead professor will initially coordinate the program and take responsibility for the program's annual evaluation in conjunction with the institution's Office of Institutional Effectiveness Research and Planning until a program director is hired. A few additional library resources are needed and have been committed to. Computer facilities and classroom space appears to be sufficient to start program. There is a commitment to add resources in several areas as the program grows. A highly qualified consultant conducted a virtual site visit and recommended approval of the program stating it has a solid mission in response to a regional need and is well organized. The consultant provided few recommendations to which the institution committed to. Dr. Small recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Wolcott concurred and stated although the consultant's review on the learning outcomes appear to be incomplete, the learning outcomes assessment plan was acceptable and complete. Dr. Wolcott seconded the recommendation to move the proposal forward to the Presidents' Council. The motion was carried. Dr. Harvey recused.

IV. For Your Information

A. **New Jersey City University**

- New Post Masters Certificate in Nursing Education, CIP: 51.3817

B. Ocean County College

- New Certificate of Completion in Data Analytics, CIP 30.7101

C. Rowan University

- Initiation of Three New Program Options
 - Concentration in Behavioral Neuroscience within the Bachelor of Science in Psychological Science, CIP 42.2706
 - Concentration in Photography within the Bachelor of Fine Arts in Studio Art, CIP 50.0702
 - Concentration in Sustainable Business within the Master of Business Administration, CIP 52.0201
- Initiation of Two Undergraduate Certificates
 - Certificate of Undergraduate Study in Global Security Studies, CIP 30.2001
 - Certificate of Undergraduate Study in Social Behavioral Impact for Cannabis Legislation, CIP 52.1003
- Initiation of Four Graduate Certificates
 - Certificate of Graduate Study in Cannabis Specialist: Assessment and Social Control of Legalized Cannabis, CIP 52.1003
 - Certificate of Graduate Study in Social Science Research, CIP 45.1021
 - Certificate of Graduate Study in Social Thought, CIP 45.1101
 - Certificate of Graduate Study in Social Change and Social Movements, CIP 45.1101

D. Rutgers University – Newark

- Three New Certificates
 - ESL and Bilingual/Bicultural Education Endorsement, CIP 13.0201
 - (Alternative Route) CE Holder – Urban Secondary Education, CIP 13.0410
 - (Alternative Route) ESL and Bilingual/Bicultural Education, CIP 13.0201

E. Rutgers University – New Brunswick

- New Graduate Certificate in Strategic Human Resource Management, CIP 52.1001

V. New Business

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

December 3, 2021 11:00 a.m.

Zoom Link <https://NJCU.zoom.us/j/96879883694?pwd=d3RwWENTVXo3a1lIZkV1SUFBaUV6Zz09>

Meeting ID: 968 7988 3694, Passcode: 56240788

MINUTES

I. Call to Order / Roll Call

Present by Zoom:

Sue Henderson, AIC Chair – NJCU

Nurdan Aydin – NJCU

Marsha Pollard – Berkeley College

David Stout – Brookdale Community College

Matthew Whelan – Caldwell University

Rafael Castilla – Eastwick College

Chris Capuano – Fairleigh Dickinson University

David Birdsell – Kean University

Linda Scherr – Middlesex County College

Pamela Scott-Johnson – Monmouth University

Kimberly Hollister – Montclair University

Joanne Cote-Bonanno – Montclair University

Basil Baltzis - NJIT

Deborah Preston – Raritan Valley Community College

Roberta Harvey – Rowan University

David Wolcott – Rutgers University

Jon Connolly – Sussex County Community College

Jennifer Palmgren – TCNJ

Jeffrey Osborn - TCNJ

Also present by Zoom:

Jennifer Fitzgerald – NJCU

Allison Samay – NJPC

Eric Taylor - OSHE

Lori Harris-Ransom – OSHE

Donna Rogalski - OSHE

II. Approval of Minutes of the November 5, 2021 Meeting

Dr. Birdsell moved for approval of the minutes of the November 5, 2021 meeting. The motion was seconded by Dr. Baltzis. Minutes were approved.

III. Report from the Chair

This is the last meeting programs will be assessed under the old AIC manual as proposals received after December 31, 2021 must follow new regulations that will be outlined in the new AIC manual. The new manual is expected to be released at the end of December 2021 or beginning of January 2022.

IV. New Programs

A. **Caldwell University**

1. B.S. in Business Analytics, CIP 30.7102

First Reader: David Birdsell, Kean University

Second Reader: Robert Schreyer, Mercer County Community College

Dr. Birdsell stated this degree will provide a central business expertise in virtually any industry that collects, tracks, and uses data. The institution will seek to extend their accreditation from the Accreditation Council for Business Schools and Programs (ACBSP) and will seek their imprimatur upon graduation of their first cohort. Student learning outcomes are aligned with the institution's, ACBSP, and the degree program. Program evaluation and student learning outcomes assessment are standard. Offices and individuals who will be involved in the evaluation process are denominated. The program is aligned with the institutional strategic plan. It is acknowledged that this will largely transition students who are already voting with their feet from the existing business information systems track in computer science and re-enroll them in this new more focused data analytic track. This may have some implications for enrollment. The proposal cites a surging demand in this area, but there is no reference to a regional expression of those numbers. All of the data presented was national in scope with no attention to NJ, or to the northeastern US. Although five adjacent universities with similar programs are listed, a comparison to the programs was not done. Long term impact is not clear as budgets reflect the first year an expenditure is made, but don't reflect ongoing expenditures. Salary for the one full time faculty they plan to hire is only accounted for in year one. Salary for the faculty member that will be reassigned to the program is not reflected in the budget. Enrollment is fairly modest and is bundled into the program resources area of the proposal. It is not clear how many students in the projected enrollment represent new major enrollments as opposed to transfers from the institution's existing programs. The consultant had previous experience in the field, but does not have experience in accreditation of work assessment. The consultant report often recapitulates the proposal. A site visit was not conducted so the consultant did not provide any observation about physical facilities. Much hinges in the report and in the original proposal on a \$5 million stem grant designed to provide better access to stem disciplines for Hispanic students the institution has received, but no specific expenditures or specific projects under that broad \$5 million umbrella are offered in the proposal or the consultant's report. The institution's response to the consultant report often points back to the institution's general operating procedure rather than anything specific and unique to this program. The proposal could be more robust and more

specific to the degree program. Additionally, the proposal could be much clearer with regard to the student flows. Dr. Birdsell recommended sending the proposal back to the institution to obtain a more independent consultant assessment of the program, provide more program specific information with regard to learning qualification of faculty and assessment of the program's efficacy in the market. In Dr. Schreyer's absence Dr. Henderson highlighted his report on the program and stated an open question remains regarding the faculty qualifications which are not described. The institution didn't directly answer the question but clarified they would require a doctoral degree in the field with all other faculty appointments. The institution acknowledged the lack of clarity, but also provided the rationale for why it was written that way. Although more detail is preferred Dr. Schreyer recommended moving the proposal forward to the Presidents' Council. The AIC voted to send the proposal back to the institution. Dr. Whelan recused.

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

1. Have a consultant perform a site visit and provide a more independent and thorough analysis of the program.
2. Provide program-specific information about the academic and/or professional qualifications expected of full-time faculty expected to teach in the program.
3. Provide regional specification of demand.

2. B.S. in Communication Sciences and Disorders, CIP 51.0204

First Reader: Jeffrey Osborn, The College of New Jersey

Second Reader: Jon Connolly, Sussex County Community College

Dr. Osborn stated the program aligns well with the institution's mission and strategic plan. Accreditation will not be sought. While a master's degree and a certification or license is required for employment as a speech language pathologist there are many related fields of employment for those who do not intend to pursue a graduate degree. The curriculum and learning outcomes align with the standards of the American Speech-Language Hearing Association and the American Academy of Audiology. There are five program level goals and multiple methods of assessment are included for each goal. The proposal cites Bureau of Labor statistic projections showing unexpected 25% growth in employment for speech language pathologist 23% of which are in New Jersey. There are new national credentialing processes for assistance that the proposed program will prepare students to meet if they do not go to complete a graduate degree. This program does not appear to be a duplicate of other programs in the state nor does it appear to be over duplicated with regards to student projections. In addition to adjunct faculty members, they plan to hire a half time instructor for the program's first year and convert that position to full time as enrollment rises. Additionally, a second full time instructor will be hired in year four. One of the full time faculty members currently there will serve as a program coordinator and an administrative assistant will be hired to assist with the clinical placements. The consultant found that the proposed sequential hiring and change in status responsible and reasonable. The consultant was highly qualified and provided a

thorough report with a few minor modifications which the institution acknowledged and accepted. Additionally, the consultant noted this is the perfect time for this program. Dr. Osborn recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Connolly concurred with Dr. Osborn and stated the institution responded well to the consultant's suggestion that audiology be an alternative pathway. Dr. Connolly seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried. Dr. Whelan recused.

ACTION: The committee recognizes this as an exemplary proposal and suggests sharing it among colleagues.

3. B.S. in Environmental Science, CIP 03.0104

First Reader: Kimberly Hollister, Montclair State University

Second Reader: Nurdan Aydin, New Jersey City University

Dr. Hollister stated the rationale for the program is outlined well. Program objectives are appropriate for a bachelor's level program. The learning outcome assessment plan is based on core and major components. Core goals are more robust because they apply to all institution programs, but major specific goals are mapped appropriately to the courses. Though the different types of instruments and assessments were listed, a sample rubric that would help to explain how the institution will evaluate those things moving forward was not included. Connections to the institution's strategic plan are clearly identified. The need section is a bit sparse. The proposal lists the number of students who take the SAT and state 12% of those students are interested in science based majors. Additionally, the institution predicts that there will be approximately 8% growth and employment in this area. Although nine similar programs are listed in the proposal, a comparison was not done to show how this program will differentiate from them. Cohort sizes seem realistic, but it is not clear how many of those students would be new students into the program. An operational budget for five years of expenses is provided, but there is not much regarding the institution's commitment to the support the program. One faculty member will be hired the first year and a second will be hired within the next five years. An area of concern is new faculty will be expected to teach existing science courses and develop five new courses which seems like a big load for one person to take on. The consultant was very qualified and provided a report that seemed to indicate there was no connection talking to faculty, students, or administration. The consultant review seemed based solely upon what was in the report. It was reiterated multiple times in the consultant's report that he was unsure there are enough environmental science courses within the program. The institution responded to the consultant's recommendations and areas of concern, but many responses could've been more specific. The second reader Dr. Aydin concurred with Dr. Hollister and stated while the consultant is very qualified it is not very clear from the attached CV. The consultant reviewed the program in a very holistic way and provided many insightful recommendations, however the institutional responses appear superficial. Both readers agreed to send the proposal back to the institution to address the areas of concern. Dr. Whelan recused.

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

1. Revise and better specify the learning outcomes assessment plan.
 2. Provide a more detailed response the curricular concerns raised by the consultant.
4. B.S. in Exercise Science, CIP 31.0505

First Reader: Roberta Harvey, Rowan University

Second Reader: David Stout, Brookdale Community College

Dr. Harvey stated this program will not be accredited. Program objectives for this program are framed as being aligned to the CIP code definition for exercise science, but there is a significant addition of a focus on the business setting, career readiness, and graduate school preparation. The program is likely to draw students away from existing majors in biology and health science, but these programs better service students preparing for medical and allied health professional. Therefore, the segmentation has a net positive effect for students wishing to pursue non-clinical careers and exercise science. Although not noted on the program checklist, the proposal identifies a site visit date. So it is inferred a virtual site visit took place. The consultant appears appropriately qualified, however the report is almost entirely derivative as it is mostly cut and pasted from the proposal. There is little evidence of an independent analysis. The consultant didn't make a recommendation regarding approval of the program conditional or otherwise, and the institutional response is cursory stating the comments of the reviewer were all positive. The consultant did make a few comments which the institution should've taken serious such as the inability to comment on faculty involvement, research teaching, and scholarship and service because there are no full time exercise faculty at the institution. Additionally, the consultant noted the institution plans to hire an adjunct faculty member to teach courses in the first year of the program and continue hiring as they go along. This needs further explanation as this is a new disciplinary area which appears is being developed without people that have expertise in this area. The institution did not provide an adequate response to the consultant's concern regarding the proposed space as it does not meet conditions necessary to ensure exercise science labs can be performed adequately to deliver a program of high quality. The proposal acknowledges that there are at least seven existing exercise science programs in the state but doesn't provide a comparative analysis. The learning outcomes plan is not adequate as curriculum objectives and program goals are identified with a rudimentary matrix linking to courses in the major. Assessment methods outline is generic, and the assessment methods for program goals are primarily indirect measures. No learning goals are delineated to show how the curriculum has been designed to achieve the program goals. The second reader Dr. Stout concurred with Dr. Harvey and added institutions must not accept consultant reports that reflect mostly copying and pasting from the proposal. Both readers recommended the proposal be returned to the institution. Dr. Whelan recused.

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

1. Provide a detailed learning outcomes assessment plan
2. The consultant should provide a revised report that includes:
 - a. a more detailed analysis of the program proposal
 - b. a detailed comment on the revised learning outcomes assessment plan
 - c. adequacy of the faculty and facilities
 - d. an explicit recommendation noting any conditions for approval
3. Provide a detailed response to the new consultant's report.
5. B.S. in Supply Chain Management, CIP 52.0203

First Reader: Basil Baltzis, New Jersey Institute of Technology

Second Reader: David Wolcott, Rutgers University

Dr. Baltzis this program does not require a license but accreditation through Accreditation Council for Business Schools and Programs (ACBSP). As a result of this, student learning outcomes are very defined. The program will be designed using courses that are in the current B.A. program and include six new courses, a capstone, and an internship. The program aligns with the mission and strategic plan. Data shows job opportunities in supply chain are expected to increase by 30% nationwide during the decade of 2020-2030 and in New Jersey the data shows an expected increase of 10% over the decade 2016-2026. Program objectives are categorized to comply with the institution's liberal arts and science global objective and the ACBSP objectives. Program assessment will follow two approaches which will produce an annual report. Student learning assessments are nicely mapped and include interesting tools such as event evaluations, reaction papers, and oral presentations. Each student learning outcome will be assessed. The institution plans to use a grant from the Department of Education to expand the education opportunities of Hispanic and low income students in the STEM area as well as renovate most labs and teaching facilities. The institution's affiliation agreement with Essex County College will create a pipeline of students that meet the profile. Enrollment is modest with the intent to start with six students and reach a total of 49 by year five. The size of the program is small, but courses will be able to run due to the demand from students in other programs. There are two faculty members delivering this program and a third will be hired to act as program coordinator and advisor. A Bloomberg Finance Lab will be used to deliver the program. It is not clear whether the program is face to face or online only. Though it is difficult to assess the qualifications of the consultant it is obvious they have a good understanding of the area, market, and what is needed for educating students. Though it is not explicitly stated, it is assumed a virtual site visit was performed as the consultant mentioned he met virtually with people and did not visit the physical facilities. The consultant report recommended minor modifications to which the institution responded to the most critical issues. Although the consultant report doesn't discuss physical facilities, there is discussion of educational facilities, how the grant will be used, and the Bloomberg Finance Lab in the body of the proposal in terms. Thus, Dr. Baltzis recommended the program for approval to move forward to the Presidents' Council with a few suggestions to the institution. The second reader Dr. Wolcott concurred with Dr. Baltzis and seconded the motion to move

the proposal forward to the Presidents' Council. The motion was carried. Dr. Whelan recused. Dr. Harvey and Dr. Scott-Johnson abstained.

ACTION: The committee recommends the following to strengthen the proposal:

1. Clarify whether the program modality is online or face to face.
2. The consultant provide feedback on the facilities.

B. Camden County College

1. A.A. in Diversity and Social Justice, CIP 45.9999

First Reader: Rafael Castilla, Eastwick College

Second Reader: Linda Scherr, Middlesex County College

Dr. Castilla stated licensure is not required for this program, but the institution will seek accreditation. Students may complete the program face to face or online. The assessment plan indicates a program review is done every five years. The learning outcomes plan reflects an annual review of program learning outcomes. Program learning outcomes are mapped to two core courses, one institutional direction, and one institutional goal. The assessment plan did not consider any other elements in the curriculum. In terms of the relationship to other programs they describe some synergies between them and note the programs will share several courses. A nice explanation centered around social issues that exacerbated social inequality over the past two years described the need for the program. The program also arose from the unmet need for representative curriculum. Labor market data is not cited in the program announcement, but the consultant talks about the needs of the labor market as well as cites a series of jobs that have significant postings in the area. So it is unclear if the version of the proposal submitted to the AIC is the same version the consultant reviewed. It was indicated that there are no similar programs in South Jersey but no mention of whether there are similar programs elsewhere in New Jersey. Student enrollment projections are reasonable. Current full time and adjunct faculty will teach new courses and additional faculty will be hired if necessary. A somewhat perfunctory description of space was provided. The highly qualified consultant conducted three virtual site visits and provided a well written report which contained a few suggested minor changes. An adequate response to the consultant's suggestions was provided by the institution. Dr. Castilla recommended the program for approval to move forward to the Presidents' Council with a recommendation to the institution to connect the entirety of the curriculum to the institutional and programmatic learning outcomes. The second reader Dr. Scherr concurred with Dr. Castilla and stated it was an excellent proposal with an insightful consultant report. The institution should strengthen the assessment and add the remaining core courses to the assessment plan. Dr. Scherr seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried. Dr. Whelan abstained.

ACTION: The committee recommends connecting the entirety of the curriculum to the institutional and programmatic learning outcomes.

C. Rowan University

1. Master of Music Education, CIP 13.1312

First Reader: Pamela Scott-Johnson, Monmouth University

Second Reader: Deborah Preston, Raritan Valley Community College

Dr. Scott-Johnson stated the program has an emphasis on diversity and inclusion. The program is offered as a hybrid online program with most courses offered online. The program will be accredited by the National Association of Schools of Music (NASM). Curriculum and courses are designed to meet the needs of the program goals, learning goals, and student learning outcomes. Program goals align with NASM standards. Curriculum includes accreditation standards as well as assessment methodologies. The program is consistent with the institution's strategic plan. Demand analysis suggests a high potential for access to the program. Enrollment for the program is moderate, but relative to music education. The consultant was highly qualified with strong credentials and recommended full approval of the proposal after finding the proposal to be thorough and appropriately rigorous and relevant to the field of music education. A strong partnership between the Department of Music and School of Education is not evident in the proposal, but is recommended for this program. It is not explicit the degree to which faculty will deliver online and hybrid courses and what their training will be. It is not clear if all the courses already exists or if they will be redesigned. Greater clarification around staffing would enhance the proposal as the current statement states the program will be staffed with adjuncts and faculty will be hired if the demand allows. Dr. Scott-Johnson recommended the program for approval to move forward to the Presidents' Council with a few suggestions to the institution. The second reader Dr. Preston stated the NASM accreditation will provide additional guardrails that are valuable and thorough. The institution's explanation that existing full time faculty with doctorates will teach this program and adjuncts may be hired to teach some of the baccalaureate classes. Thus the budget will not take a significant hit at one time and will evolve as the program evolves. The institution responded to the consultant's report and committed to making some of the suggested changes. Six letters of support were received and a few were from schools with comparable programs. Dr. Preston seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried. Dr. Harvey recused. Dr. Whelan abstained.

ACTION: The committee suggests the following:

1. Provide greater clarification around staffing.
2. Clearly state where training for online will come from.
3. Clarify whether courses are new or already exist.
4. Be more explicit in the relationship between the Department of Music within the College of Performing Arts and the College of Education.

V. For Your Information

A. Caldwell University

- Change in Degree Destination **from** B.A. in Psychology **to** B.S. in Psychology, CIP 42.0101

B. Camden County College

- Termination of Two Certificates:
 - Certificate in Photonics, CIP 15.0304
 - Certificate in Retail Management, CIP 52.1803

C. Monmouth University

- Change in Credits in Graduate Endorsement in School Nursing **from** 22 **to** 23 credit, CIP: 51.3899

D. Montclair State University

- Nomenclature Change, **from** B.A. in Fashion Studies **to** B.A. in Fashion Design and Merchandising, CIP 50.0407
- Nomenclature Change, **from** Certificate in Criminal Forensic Psychology **to** Certificate in Forensic Psychology, CIP 42.2812

E. The College of New Jersey

- New Graduate Certificate in Integrative STEM Educational Methods, CIP 13.1399

F. Thomas Edison State University

- New Area of Study in Health Studies within the Bachelor of Science, CIP 51.0000

VI. Old Business

VII. New Business

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

January 21, 2022 10:00 a.m.

Zoom Link <https://NJCU.zoom.us/j/98060955209?pwd=dS9Ed0daelBtUTZPM1haM1ZKK05xQT09>

Meeting ID: 980 6095 5209, Passcode: 69927551

MINUTES

I. Call to Order / Roll Call

Present by Zoom:

Sue Henderson, AIC Chair – NJCU

Nurdan Aydin – NJCU

Marsha Pollard – Berkeley College

David Stout – Brookdale Community College

Matthew Whelan – Caldwell University

Rafael Castilla – Eastwick College

Chris Capuano – Fairleigh Dickinson University

David Birdsell – Kean University

Robert Schreyer – Mercer County Community College

Linda Scherr – Middlesex County College

Pamela Scott-Johnson – Monmouth University

Kimberly Hollister – Montclair University

Joanne Cote-Bonanno – Montclair University

Basil Baltzis - NJIT

Deborah Preston – Raritan Valley Community College

Roberta Harvey – Rowan University

David Wolcott – Rutgers University

Jon Connolly – Sussex County Community College

Also present by Zoom:

Jennifer Fitzgerald – NJCU

Eric Taylor - OSHE

Lori Harris-Ransom – OSHE

Donna Rogalski – OSHE

Zaneb Ghanem - OSHE

II. Approval of Minutes of the December 3, 2021 Meeting

Dr. Connolly moved for approval of the minutes of the December 3, 2021 meeting. The motion was seconded by Dr. Birdsell. Minutes were approved.

III. Report from the Chair

IV.

New Programs

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

1. Doctorate in Acupuncture, CIP 51.3301

First Reader: Roberta Harvey, Rowan University

Second Reader: Jon Connolly, Sussex County Community College

Dr. Harvey stated the institution has operated in the State since 1998 and currently offers an accredited Master of Science in Acupuncture. The proposed doctorate exceeds the programmatic mission of the school which appears justifiable in this case because of the credentialing. The move to doctoral level preparation has been in process since the organization of the profession in the US in the 1970s and now reflects its stature as a practice based in a system of medicine. Licensure is required to practice and accreditation will be sought from the Accreditation Commission for Acupuncture and Herbal Medicine. The proposal exhibits clearly stated and sound objectives and principles. Curricular design and plans for assessment appear to be at an acceptable level of development for a program that will be accredited. Demand analysis cites data on physician shortages. Additionally, the demand analysis cites pandemic related declines in the overall healthcare workforce and infers that doctorally prepared acupuncture practitioners will contribute to the overall betterment of health and serve as a component of the healthcare team. There is a credible discussion of existing programs nationwide that demonstrates demand for such programs, while also demonstrating a need in our region that the institution is well positioned to meet. Existing resources are discussed. Necessary investments in faculty and systems and plans to generate revenues through a doctoral student clinic are listed. However, the overall proposal document has several deficiencies, including extraneous material as well as missing required elements. Course numbers are shown in the assessment plan, but no description of the curriculum and degree requirements is presented. A reference is made to a color coded outline of the curriculum showing course sequence credit hours and modes of delivery, but it was not included. There are no enrollment projections and no enrollment data for the existing master's and certificate programs, nor for the comparable programs. The proposal notes that a consultant has been engaged and their CV is included, but the required consultant report, consultant recommendation, and institutional response to the consultant report were not included. There is a statement that a governing board approved the program, but it is not included. Responses to the program announcement were not included with the proposal. The second reader Dr. Connolly concurred. Both readers agree to send the proposal back to the institution to address the areas of concern and resubmit the proposal. The resubmitted proposal will be evaluated under the old AIC guidelines since the original proposal was submitted prior to December 31, 2021.

ACTION: The AIC agreed that the proposal be returned to the institution. The institution is asked to resubmit the proposal and provide the following:

1. Complete information regarding Degree Requirements, including a curricular outline showing the course titles and sequence

2. Enrollment projections
3. Report of the external consultant, including recommendations
4. Institutional response to the consultant report
5. Governing board resolution approving the program
6. Statement confirming that a Program Announcement was circulated for comment and noting whether objections were received
7. Copies of institutional responses if any

B. Georgian Court University

1. Master of Science in Nursing, CIP 51.3801

First Reader: David Wolcott, Rutgers University

Second Reader: Matthew Whelan, Caldwell University

Dr. Wolcott stated the proposal is clearly aligned with the institution's mission and benefits the strong existing partnership with Hackensack Meridian Health Network. In terms of duplication there are no direct entry M.S.N. programs in New Jersey. There are thirteen relevant program objectives that are appropriate to the program. The curriculum is sound and meets the requirements of the accreditor CCNE and the New Jersey Board of Nursing. The assessment plan is rigorous and informed by the accreditor and licensing board. Given the national demand for nurses the projection of twenty students per cohort appears reasonable. Faculty will be drawn from existing full time faculty and supplemented by up to two new full time faculty members and a number of adjunct professors. A full time faculty member will be provided 25% release time to serve as a program director. Facilities are adequate and the institution has allocated resources to renovate an existing space into a skills lab although the consultant's report mentioned allocated funds to construct a new building. The consultant is qualified and performed a site visit in November 2021. The consultant recommended approval the program and has no comments or requests for modifications. Dr. Wolcott recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Whelan concurred and seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried.

C. Montclair State University

1. B.A. in Urban Humanities, CIP 45.1201

First Reader: Linda Scherr, Middlesex County College

Second Reader: Matthew Whelan, Caldwell

Dr. Scherr stated through partnerships with local nonprofits and other entities the proposal is complete and lays out the case for offering the program. The program is consistent with the three pillars of the institution's strategic plan. With regards to duplication there are eight other urban studies programs in the metropolitan region, but William Paterson University's program is the one most similar to this proposal. The curriculum appears logically sequenced. There is an assessment plan that is informed by the goals of the institution's Academic Issues Committee and Middle States Commission on Higher Education standards. The assessment template shows that there are three program learning outcomes, and each of them is assessed in just one of the three urban humanities courses. The course matrix indicates that all three student learning outcomes

are met in each of the three courses, but they're only assessed in one course. In terms of need the program provides preprofessional preparation for working a variety of fields. Labor market data is not cited. Student enrollment projections are adequate. The proposal notes that no additional resources are required for the major so no budget information is included. The institution has a depth of core faculty and existing courses along with a digital media co-lab that will also support the program. The consultant met the AIC guidelines for a reviewer and provided a report that clearly responds to the AIC requirements. The report did not explicitly reference a virtual campus visit, but there are references to indicate he met with stakeholders. The consultant found the proposal to be outstanding and believes the program will produce highly marketable graduates for public service, non-profit and corporate sectors. Per the consultant, a signature strength of the program is the core faculty. Overall the consultant recommends the program be approved with no modifications. The institution responded in detail to all the consultant's recommendations. Dr. Scherr recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Whelan concurred, but stated he found the enrollment projections a little weak as reference data was not provided. Dr. Whelan seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried.

NOTE: The AIC suggests the following to enhance the proposal:

1. Add more specific enrollment projection information.
2. Make assessment plan more explicit and robust.

D. Rutgers University - Camden

1. B.F.A. in Visual Arts, CIP 50.0701

First Reader: Pamela Scott-Johnson, Monmouth University

Second Reader: Robert Schreyer, Mercer County Community College

Dr. Scott-Johnson stated program objectives are very career focused. Student learning outcomes allowed the institution to address the curricular design, student achievement and stakeholder satisfaction, but they will evaluate the outcomes via surveys of graduating student alumni, faculty curriculum committees, and external evaluations of the student performances. There is concern for how the institution is measuring student learning outcomes. In addition to the portfolios produced and student satisfaction there could be a more rigorous way to evaluate the efficacy of the program. The institution did an excellent job of listing the types of courses that the students will take in each of the concentrations. The consultant was well qualified and promoted the program as they felt strongly about the institution's ability to enroll students in the program based on a regional assessment. The institution's response to the consultant recommendation was satisfactory and indicated they do not have additional needs for the program. There is significant support from other institutions. Dr. Scott-Johnson recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Schreyer stated the overall proposal is comprehensive, but that was predominantly due to the consultant's report and the institution's responses to the report. The institution seems dependent upon on their bachelor's degrees in similar areas as evidence for student

enrollment and refer to those other degree programs which could be why the proposal was kept simplistic. The consultant noted they wouldn't recommend approving the program unless the institution hired a faculty member in photography to which the institution responded accordingly and withdrew that concentration. Dr. Schreyer seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried. Dr. Wolcott recused.

2.M.S.F. in Wealth Management, CIP 52.0804

First Reader: Basil Baltzis, New Jersey Institute of Technology

Second Reader: David Stout, Brookdale Community College

Dr. Baltzis stated the program seems very worthwhile, but the proposal is not written or presented well as it wasn't obvious it incorporated the consultant recommendations. One area of the proposal that was outstanding was need for the program as data and a number of trends are presented. The program will leverage assets already present so only one new course is needed. The consultant is extremely qualified and developed a program in this same area. Several recommendations were listed in the consultant report to which the institution responded to adequately. Projected enrollment is low and would seem to be more robust given the demand the proposal discusses. Stackable credentials will be used for people who complete one or both of their existing certificates. Only two of the three student learning outcomes comply with what the AIC typically calls student learning outcomes. The proposal does not mention what the assessment measures, tools, and strategies will be used, and instead states they will use something similar to what they use in their other programs. Indirect assessments of outcomes will be done through surveys of student alumni and employers. There is no doubt the program will be successful given it must be written according to the AACSB standards, but the proposal is not strongly written. The second reader Dr. Stout concurred and stated the proposal was modified significantly after the consultant submitted a report. The consultant disclosed in his report that he has a professional relationship with one of the professors at the institution as they co-authored papers together in 2019 which goes against the AIC guideline that there must be a five-year period between the end of the relationship and any engagement with the institution to serve as a consultant. Dr. Capuano noted the degree nomenclature seems incorrect as there is no Master of Science in Finance. Finance is the major, but the "F" in M.S.F. is not part of the degree nomenclature. It is unclear whether the major is in finance or wealth management. Both readers agreed to send the proposal back to the institution to address the areas of concern. Dr. Wolcott recused.

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

1. Have the program reviewed by a new consultant.
2. Clarify the degree nomenclature.
3. Provide enhanced student learning outcomes and explicitly list assessment measures.

E. **William Paterson University**

1. Bachelor of Social Work, CIP 44.0701

First Reader: Kimberly Hollister, Montclair State University
Second Reader: Deborah Preston, Raritan Valley Community College
Dr. Hollister stated overall the proposal is strong. The institution follows the Council on Social Work Education (CSWE) competencies. An accreditation will be pursued as the program moves forward. Program objectives are clear and follow the CSWE standards. The learning outcomes plan was good as there are nine learning goals each having multiple detailed learning objectives. Mapping is well developed as most learning goals are mapped to multiple courses. A detailed discussion about how learning will be assessed is provided and includes both direct and indirect measures. Connection to the institution's strategic plan is clearly identified. Need for the program was supported via labor statistics data. Additionally, the proposal points to the existing Social Services concentration in which the institution is unable to satisfy some of the demands of students that want a more rigorous Bachelor's in Social Work program. This program differs from others in the state in terms of the student population that the institution will serve. Enrollment projections appear to be realistic. There is currently one fully qualified faculty member and a new one is slated to be hired in the first year. That faculty member will also serve as a director of the program. It appears there is adequate space, technology, and library support. The consultant is well qualified and fully supported the program. The report showed there was a lot of consultation with both faculty and administration, and gave several critiques that would strengthen the program to which the institution responded well to. It is noted the educational program listed the full amount of credits but didn't include a curriculum guide which is typically standard. Dr. Hollister recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Preston stated the proposal was very good, and the emphasis on culturally responsive social work was impressive. Dr. Preston seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried.

V. Other Action Items

A. **Rowan College of South Jersey**

1. Conversion of A.A.S. Business Management, Entrepreneurship Option to A.A.S. in Entrepreneurship, CIP 52.0701

First Reader: Jon Connolly, Sussex County Community College

Second Reader: Deborah Preston, Raritan Valley Community College

Dr. Connolly stated the proposal checklist is complete. An accreditation will be sought from ACBSP. The program is for students that plan to pursue a baccalaureate degree in entrepreneurship as the institution has direct articulation agreements with several universities. The assessment plan matrix is easy to read and appropriate, but rubrics were not provided. The layout of the plan is good though there is concern that the program review takes place once every eight years as that is quite a long time. There is an annual mini review process, but the proposal doesn't list what that process looks like. An interesting analysis of the need was provided. The institution exercised their right not to have a consultant review the conversion proposal. In such cases the institution must give a critical review on a series of questions as outlined in appendix H of the AIC manual, and it is confirmed all nine questions were answered throughout the proposal. The

curriculum reflects a lot of revisions done in consultation with a task force which consists of representatives from multiple chambers of commerce. Dr. Connolly recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Preston concurred and seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried. Dr. Harvey recused.

B. William Paterson University

1. Conversion of Exercise and Sport Studies M.S., Exercise Physiology Option to Exercise Physiology M.S., CIP 26.0908, Seeking waiver of external review process.

First Reader: Kimberly Hollister, Montclair University

Second Reader: David Birdsell, Kean University

Dr. Hollister stated the same objectives and assessment plan used in the current track will be used in the standalone program. The program is guided by the American College of Sports Medicine and the National Strength and Conditioning Association, both of which are recognized nationally and internationally. The current track and standalone program prepare students to meet both certification requirements. A detailed explanation of program goals, student learning goals, and student learning outcomes was provided. Mapping is comprehensive in terms of how the coverage of material is. A strength in the assessment plan is each student learning goal is assessed in multiple courses. It would have been a stronger proposal had they included rubrics in the assessment plan. The program is clearly aligned with the institution's strategic plan. Student enrollment is adequate and reflects the current enrollment rate for the track. Labor statistics data is provided. Of the four similar programs in New Jersey none are offered as a standalone M.S. degree. The same resources used for the track will be used for the standalone program. All questions in appendix H were answered. Dr. Hollister recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Birdsell concurred and stated there isn't a substantive change in the conversion. Dr. Birdsell seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried.

2. Conversion of Exercise and Sport Studies M.S., Sport Administration Option to Sport Administration M.S., CIP 31.0504

First Reader: David Wolcott, Rutgers University

Second Reader: Pamela Scott-Johnson, Monmouth University

Dr. Wolcott stated the proposal is complete. The two current tracks in the program are very different and share very few courses leading the desire to create a standalone program as well as increasing enrollment in this specific track. As an existing track that program is aligned with multiple goals and the university strategic plan. With respect to duplication there are two public universities in New Jersey that offer similar graduate programs. No statement of objections was received. The curriculum was designed to meet the requirements of the Commission on Sport Management accreditation, however, the institution does not intend to pursue accreditation and this time but didn't really articulate why that was the case. The assessment plan is complete, rigorous, and is informed by the standards of the Commission on Sports Management Accreditation. The assessment plan includes; student learning goals, student learning outcomes that are

mapped to courses, assessment tools, and frequency. Forty predominantly part-time students are anticipated within five years. Bureau of Labor Statistics data is cited stating sports related jobs will grow by 22% by 2030 which is faster than average. The proposal did a nice job of going out and looking at position descriptions within New Jersey and showed that many entry level and most advanced career postings in the field now require or prefer a master's degree. Faculty would be drawn from existing faculty within the concentration. No new financial resources or facilities are needed. The consultant is qualified and conducted a site visit in December. The consultant recommended approval and suggested minor recommendations to which the institution responded. Dr. Wolcott recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Scott-Johnson concurred and pointed out the reviewer commented that the four plus one option has some innovation. The AIC agreed the consultant acting as a grant reviewer for the institution in January 2020-February 2020 is not a conflict of as there was not direct individual faculty engagement. Dr. Scott-Johnson seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried.

VI. For Your Information

A. Hudson County Community College

- New Academic Certificate in Accounting, CIP 52.0399
- New Option, A.A.S. Advanced Manufacturing, Woodwork Option, CIP 46.0201

B. Kean University

- Two New Options:
 - B.F.A. Theatre Performance, Musical Theatre Option, CIP 52.0201
 - B.S. Exercise Science, Pre-Athletic Training/Pre-Physical Therapy Option, CIP 31.0505

C. Montclair State University

- Two New Undergraduate Certificates:
 - Certificate in Global Human Trafficking, CIP 30.9999
 - Certificate in Climate Science, CIP 30.3501
- New Graduate Certificate in Customer Experience and User Experience Research, CIP 52.1402
- Nomenclature change **from** B.F.A. in Filmmaking **to** B.F.A. in Film and Television, CIP 50.0602

D. Rowan College of South Jersey

- Nomenclature change **from** A.A.S. Engineering Technology **to** A.A.S. Electrical Engineering Technology, CIP 15.0612
- New Certificate of Achievement in Entrepreneurship, CIP 52.0701

E. Rowan University

- Nomenclature change **from** Certificate of Undergraduate Study in Esports Management **to** Certificate of Undergraduate Study in Esports Business, CIP 31.0504
- Two New Program Options

- Minor in Japanese, CIP 16.0302
- Concentration in Spanish for Public Health & Wellness, CIP 16.0905
- New Undergraduate Study Certificate in Applied Machine Learning, CIP 14.1099
- Four New Graduate Study Certificates:
 - Certificate in Business Analytics, CIP 52.0205
 - Certificate in Organizational Leadership, CIP 52.0213
 - Certificate in Human Resource Management, CIP 52.1001
 - Certificate in Management, CIP 52.0201

F. Sussex County Community College

- New Baking & Pastry Arts Certificate, CIP 12.0501
- New Option, A.A.S. Technical Studies, Baking & Pastry Arts Option, CIP 15.9999

VII. Old Business

A. Caldwell University

1. B.S. in Environmental Science, CIP 03.0104 (previously submitted 12/3/2021)

First Reader: Kimberly Hollister, Montclair State University

Second Reader: Nurdan Aydin, New Jersey City University

Dr. Hollister stated the two main revisions requested in the proposal were addressed.

The updates to the proposal, as well as a detailed narrative that describes how they made the changes in terms of the learning outcomes assessment plan were more than adequate.

Better descriptions were provided along with detailed rubrics and dependencies that will be used during the data collection points. A draft of the survey that would be used for indirect measures to understand readiness to enter the workforce was provided.

Concerns regarding the lack of foundational environmental science courses, diversity of electives, and too many non-science courses were addressed by adding an environmental science course with a lab. Additional electives that could be developed were identified.

In addition to the things that we asked them to address, they also responded to a number of the other comments that were made throughout the review. All concerns were addressed. Dr. Hollister recommended the program for approval to move forward to the Presidents' Council. The second reader Dr. Aydin concurred and seconded the motion to move the proposal forward to the Presidents' Council. The motion was carried. Dr.

Whelan recused.

B. AIC Manual

Final adoption of new regulations is delayed until March 7. The AIC reviewed and discussed the draft of the new AIC manual. The subcommittee will continue working to further update the manual and review the updated version at the February 25 AIC meeting. Revisions will also include clarity on conflict of interest.

VIII. New Business

New Jersey Presidents' Council
Academic Issues Committee
February 25, 2022 10:00 a.m.

Zoom Link: <https://NJCU.zoom.us/j/96896669761?pwd=dWxnTnlVTThrOWNseXo4RFpOTm85UT09>

Meeting ID: 968 9666 9761, Passcode: 58939343

MINUTES

I. Call to Order / Roll Call

President Sue Henderson, AIC Chair – NJCU
Nurdan Aydin – NJCU
Dana Heimlich – Berkley College
David Stout – Brookdale Community College
Matthew Whelan – Caldwell University
Rafael Castilla – Eastwick College
David Birdsell – Kean University
Joy Moskovitz – Kean University
Robert Schreyer – Mercer County Community College
Linda Scherr – Middlesex County College
Pamela Scott-Johnson – Monmouth University
Kimberly Hollister – Montclair University
Joanne Cote-Bonanno – Montclair University
Basil Baltzis – NJIT
Deborah Preston – Raritan Valley Community College
Roberta Harvey – Rowan University
David A. Wolcott – Rutgers University
Jon Connolly – Sussex County Community College
Jennifer Palmgren– TCNJ
Jeffery Osborn – TCNJ

Also present by Zoom:

Allison Samay – NJPC
Eric Taylor – OSHE
Lori Harris-Ransom – OSHE
Donna Rogalski – OSHE
Zaneb Ghanem - OSHE

II. Approval of Minutes of the January 21, 2022 Meeting

Dr. Wolcott moved for approval of the minutes of the January 21, 2021 meeting. Dr. Aydin seconded the motion. The minutes were approved.

III. Report from the Chair

IV. For Your Information

A. Atlantic Cape Community College

- Termination of Office Systems Technology, A.A.S, CIP 52.0401

B. Caldwell University

- New Option, M.S.N. in Population Health, Palliative Care

C. New Jersey Institute of Technology

- New Master's level Graduate Certificate in Polymer Science and Engineering, CIP 14.3201
- Termination of Master's level Graduate Certificate in Polymers and Plastics, CIP 14.3201

D. Rowan University

- Two New Program Options
 - Concentration in Cannabis Commercialization within the Master of Business Administration, CIP 52.0701
 - Concentration in Directing within the B.A. in Theater, CIP 50.0507
- Three New Undergraduate Certificates
 - Certificate of Undergraduate Study in the Internet of Things, CIP 11.0901
 - Certificate of Undergraduate Study in Spanish for Health Professions, CIP 16.0905
 - Certificate of Undergraduate Study in Jazz Performance, CIP 50.0910
- Four New Graduate Certificates
 - Certificate of Graduate Study in International Crisis Management and Security, CIP 43.0302
 - Certificate of Graduate Study in Supply Chain & Logistical Systems, CIP 52.0203
 - Certificate of Graduate Study in Cannabis Commercialization, CIP 52.0701
 - Certificate of Graduate Study in Assessment and Social Control of Legalized Cannabis, CIP 52.1003

V. Old Business

A. Caldwell University

1. B.S. in Business Analytics, CIP 30.7102 (previously submitted 12/3/2021)
First Reader: David Birdsell, Kean University
Second Reader: Robert Schreyer, Mercer County Community College

Dr. Birdsell indicated that the consultant report was updated, and the modified program proposal includes the qualifications and salary range of new faculty who will be hired. Although the expenses were adjusted for the first year, the salary cost was not integrated into the subsequent years. He also stated that regional-specific employment data is from Pennsylvania and New York, but not New Jersey. He expressed his concern about not sharing the relevant data due to the proprietary nature of the data source. Dr. Schreyer did

not have anything additional to add to Dr. Birdsell's comments and felt that the proprietary data concern might hold back the approval of the programs in the future. The reviewers agreed that institutions might consider 3rd party data sharing-related issues in advance. The first reader recommended the program to move forward, and Dr. Schreyer seconded the motion. None opposed the proposal. Dr. Whelan was recused.

2. B.S. in Exercise Science, CIP 31.0505 (previously submitted 12/3/2021)

First Reader: Roberta Harvey, Rowan University

Second Reader: David Stout, Brookdale Community College

Dr. Harvey stated that the modified version of the proposal contains several updates, including program learning outcomes consisting of additional narrative information, rubric scoring, and performance targets for the assessment tools, such as term papers and observations of client interactions. She emphasized that the consultant report was only about recommendations to the proposal and not the program itself. Dr. Harvey expressed concerns about the program due to a lack of evidence on the learning objectives and outcomes. Dr. Stout, however, stated that he believes that Caldwell University did what they were asked to do based on the previous review. Dr. Harvey agreed that the report, recommendation, and institutional response nominally met the reviewers' requests. Then, she recommended that the program to move forward with collegial advice on improving learning objectives and outcomes. Dr. Stout seconded the recommendation. None opposed the recommendation. Dr. Whelan was recused.

B. AIC Manual Review

The revised AIC Manual will be brought to the President's Council on March 14, 2022 for final approval. Eric Taylor (OSHE) stated that institutions will use the updated manual going forward with no exceptions. On behalf of the AIC working group, Dr. Rogalski (OSHE) presented the six key areas that were addressed within this updated version of the AIC Manual, and they are as follows:

1. The working group recommended removing waivers to forgo consultants for converting a program option or concentration to full program status. Dr. Connolly, Dr. Wolcott, and Dr. Hollister had concerns that this process may be a burden for institutions and delay program approvals, especially those that were already in development. Dr. Rogalski and Dr. Harvey highlighted that a consultant should be a part of the process because of the new standards and requirements to create a new degree program. It was determined that institutions will undergo a complete review process-i.e., no particular approval pathway for converting from concentration or option to a new program. The relevant language in the manual will be tightened up for clarity.
2. It was recommended that the changing degree designation process have a form for institutions to complete to determine if it will undergo the new academic degree program process or if it will be an FYI. If it was determined that there is a change of 25% or more to the program, then it will be subjected to the new academic program review.

3. It was recommended that the **program announcement** will include the following:

- a) A detailed cover letter using the provided template that has an introduction and addresses the four standards:
 - Sufficient Academic Quality
 - Sufficient Labor Market Demand
 - Duplication with Comparable Programs
 - Additional State Resources
- b) A cover page
- c) A brief two-page summary of the program

There was a discussion on formatting in which several members requested a standardized word count, font size, font type to be added to the manual for clarity and uniformity. More specific details will follow.

4. **New Program Proposal:** A new fillable form will be used to propose new programs where consultants can add their own recommendations. Tables and charts can be added directly into the document or added as appendices. A modified checklist was also added to ensure a proposal was complete before submission.

Program proposals may also include an exceeding programmatic mission form and/or 3+1 bridge program-related documents. These forms will be available after approval by the President's Council on March 14, 2022.

5. It was recommended that the consultant evaluation document correlate with the institution's new academic degree program proposal. A fillable form was created to provide for consultants to use. There was a recommendation from several AIC members to tighten up the language used for the sections in which consultants write their justification for choosing what they reviewed to be sufficient or not sufficient.

6. A fillable exceeding programmatic mission form and a formalized revised process to include AIC reviewer's contributions.

The exceeding programmatic mission form consists of eight criteria:

- a) Objectives of the proposed program
- b) Relationship of the proposed program to the current institutional mission and the statewide plan for higher education
- c) The need/demand for the program
- d) The effect of the proposed program on existing programs at other institutions
- e) The dedication of sufficient resources to implement and maintain the program without eroding the quality of ongoing programs
- f) Evidence of appropriately qualified students, faculty, and administrators
- g) The quality of library holdings, facilities, and equipment

- h) Evidence of strength compared with similar programs in the region and state

Future Plans: Zaneb Ghanem (OSHE) discussed the status of new OSHE website, which will launch in or around May 2022. The fillable forms discussed will be available on the AIC website for easy access when approved. There will also be a way to convert the inventory of programs into an excel spreadsheet for easier AIC review.

Dr. Rogalski and Dr. Aydin are working on virtual workshops and training for institutions to use the updated version of the AIC Manual effectively. The April 8 AIC meeting will be used as a training session on being a reviewer and showcase some sample reviewer forms. The final decision was that the AIC Manual will be edited, updated, and distributed to AIC members, and they will have two days to respond.

VI. New Business

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

April 8th, 2022 10:00 a.m.

Zoom Link:

<https://NJCU.zoom.us/j/91572455932?pwd=d3pzTE54dGh2ZVRTVGxmZFhueGhQZz09>

Meeting ID: 915 7245 5932, Passcode: 26186236

MINUTES

I. Call to Order / Roll Call

Sue Henderson – New Jersey City University

Nurdan Aydin – New Jersey City University

Diane Recinos– Berkeley College [First Meeting]

David Stout – Brookdale Community College

Peter Ubertaccio – Caldwell University [First Meeting]

Rafael Castilla – Eastwick College

David Birdsell – Kean University

Robert Schreyer– Mercer County Community College

Linda Scherr – Middlesex County College

Pamela Scott-Johnson - Monmouth University

Junius Gonzales– Montclair University [First Meeting]

Joanne Cote-Bonanno – Montclair University

Basil Baltzis – NJIT

Deborah Preston– Raritan Valley Community College

Roberta Harvey – Rowan University

David A. Wolcott – Rutgers University

Jon Connolly – Sussex County Community College

Jennifer Palmgren – The College of New Jersey

Jeffrey Osborn – The College of New Jersey

Dr. Leamor Kahanov – Stockton University [First Meeting]

Allison Samay – NJPC

Eric Taylor – Office of the Secretary of Higher Ed

Lori Harris-Ransom – Office of the Secretary of Higher Ed

Donna Rogalski – Office of the Secretary of Higher

Zaneb Ghanem – Office of the Secretary of Higher

- II. Approval of Minutes of the February 25th, 2022 Meeting
Dr. Rafael Castilla moved for approval of the minutes of the February 25th, 2022 meeting. Dr. Jon Connolly seconded the motion. Minutes were approved.
- III. Report from the Chair
- IV. For Your Information
- A. Georgian Court University**
- Nomenclature Changes
 - Academic program nomenclature change from Graduate Certificate in Business Essentials to Graduate Certificate in Business Administration CIP code 52.0201
- B. Atlantic Cape Community College**
- New Degree Option:
 - Associate of Applied Science (A.A.S). in Computer Game Programming - Game Design & Development Option (CIP 11.0204)
 - New Certificate Programs:
 - Certificate of Achievement (C.A.) Bookkeeper Credentials Professional Series (CIP 11.0699)
 - Certificate of Achievement (C.A.) in Microsoft Office Credentials Professional Series (CIP: 11.0601)
 - Certificate of Achievement (C.A.) in Infant/Toddler Credential Professional Series (CIP: 19.0709)
 - Terminated Programs:
 - Certificate of Achievement (C.A.) Microsoft Office Specialist Professional Series (CIP: 52.0401)
- C. Monmouth University**
- Nomenclature Changes
 - Nomenclature change in the graduate program Master of Business Administration, Leon Hess Business School, effective fall 2022 (CIP Code: 52.0201)
 - From: MBA with a Concentration in Accounting
 - To: MBA with a concentration in Advanced Accounting
 - Change in Credits
 - Change in credits in graduate program Master of Science in Information Systems Management Track (thesis and non-thesis) from 43.5 to 36 credits, School of Science, effective Fall 2022 (CIP Code: 11.1099)

D. Berkeley College

- New Program Concentration
 - Master of Business Administration (M.B.A.) in Management with a Concentration in Law Enforcement Executive Management (CIP Code 52.0201)
- New Undergraduate Certificate Program
 - Certificate in Diversity, Equity, and Inclusion (CIP Code 30.2301)
- New Graduate Certificate Program
 - Graduate Certificate in Law Enforcement Executive Management (CIP Code 52.0201)

E. Essex County College

- Deletion of an inactive free elective course and expanded the course choices within Written & Oral Communications, Society & Human Behavior, and Major Requirements to Academic Certificate in Business Career Development, CIP Code 52.0201

F. Union County Community College

- New Program Options
 - Associate of Science (A.S.) in Biology New Option in Environmental Science-Sustainability (CIP Code: 26.0101)
- Termination of Programs
 - Termination of Associate of Science (A.S.) in Engineering Option - Sustainability Science Option (CIP Code: 14.0101)

G. Hudson County Community College

- New Program Options
 - Associate of Science (A.S.) in Human Services - New Option in Social Justice Advocacy (CIP Code: 30.2301)

H. Ocean County College

- New Program Options
 - Associate of Science (A.S.) in Social Work - New Option in Medical and Behavioral Health (CIP Code 40.0701)

V. New Business

A. AIC Reader Training Session by OSHE Team

- Dr. Donna Rogalski, who has been administering the AIC Training between March and April 2022, hosted a training session on how to effectively be a reader for new academic degree programs utilizing the 2022 AIC Manual. It has also been recommended by the AIC Committee that going forward everyone should read the program announcements prior to the following AIC meeting as they are shorter and easier to digest. This will allow for everyone to be able to voice their opinions or concerns after the assigned readers provide their feedback. Dr. Rogalski provided and explained three fillable forms that are used for this process which include:

- i. Evaluation Form for AIC Reviewers New Academic Degree Program Proposals
- ii. Change a Degree Designation Proposal – AIC Reviewer Evaluation Process
- iii. Exceeds Programmatic Mission Proposals Evaluation

It was suggested that these forms be added to the password protected section of the AIC website as they are required to be used by the general public. It was also noted that during future AIC meetings, readers should only focus on their concerns on why a standard is deemed not sufficient to use the meeting time effectively as several new programs will be discussed. Dr. Baltzis mentioned a concern regarding what is considered a “sufficient” standard by a consultant; He asked if every item within a standard needed to be deemed sufficient, or could it be considered a “pass/fail approach.” It was determined that a standard being sufficient is not “all or nothing,” but a majority “pass/fail.”

B. Tentative Summer AIC Meeting Date(s) – July 29th, 2022 10am-12pm

- The AIC Committee approved July 29th, 2022 AIC Summer Meeting. Program Announcements for this meeting will be due by June 15th, 2022 and final submissions for all items will be due July 15th, 2022.

C. Consultant Virtual Visit Discussion

- Consultants can remain virtual until further discussion. However, a comprehensive list should be created to make sure that the virtual consultant has a near-identical experience as an on-site visit. This can include a video-chat tour of facilities and/or equipment that would be required for a specific degree program. It was determined that there is an add-value to have a consultant potentially be from out-of-state. In addition to this add-value, it can also reduce carbon footprint. No one objected to this motion. No one recused themselves from this motion.

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

May 20th, 2022 10:00 a.m.

Zoom Link:

<https://njcu.zoom.us/j/96058426137?pwd=Q3FEeHJQU0V0aG1NSXJnYUdWk3hYQT09>

Meeting ID: 960 5842 6137, Passcode: 22509049

**In-Person NJCU Main Campus
Hepburn Hall (H 317)
2039 Kennedy BLVD Jersey City, NJ 07305**

Parking can be found in the lot underneath the Gilligan Student Union Building, with an entrance located on Culver Ave.

MINUTES

I. Call to Order / Roll Call

Sue Henderson – New Jersey City University
Nurdan Aydin – New Jersey City University
Diane Recinos– Berkeley College
David Stout – Brookdale Community College
Peter Ubertaccio – Caldwell University
Rafael Castilla – Eastwick College
David Birdsell – Kean University
Linda Scherr – Middlesex County College
Pamela Scott-Johnson - Monmouth University
Kimberly Hollister – Montclair University
Joanne Cote-Bonanno – Montclair University
Basil Baltzis – NJIT
Deborah Preston– Raritan Valley Community College
Roberta Harvey – Rowan University
David A. Wolcott – Rutgers University
Jennifer Palmgren – The College of New Jersey
Dr. Leamor Kahanov – Stockton University
Allison Samay – NJPC
Lori Harris-Ransom – Office of the Secretary of Higher Ed
Donna Rogalski – Office of the Secretary of Higher

II. Approval of Minutes of the April 8th, 2022 Meeting

Dr. David Wolcott moved for approval of the minutes of the April 8th, 2022 meeting.
Dr. Rafael Castilla seconded the motion. Minutes were approved

III. Report from the Chair

The Chair, Dr. Sue Henderson, made two comments. The first was a thank you for all of the hard work from everyone on the AIC as well as everyone who had participated in the development of new academic degree programs in the State of New Jersey

utilizing the new AIC standards. The second announcement that Dr. Henderson made was that during the next President's Council meeting, the ability for Provosts to attend and be a part of the AIC in place of university presidents will be addressed.

IV. New Programs

A. **Georgian Court University**

1. Bachelor of Science (B.S.) in Sports Management (CIP 31.0504)

First Reader: Roberta Harvey, Rowan University

Second Reader: Rafael Castilla, Eastwick College

First reader Dr. Roberta Harvey had two concerns with this program regarding Standard 1 (S1). The first comment was about S1 Item 5 where the assessments were described too generically, only four out of five learning goals were mentioned, and that they did not include any rubrics. She also went on to mention that the consultant did not comment on anything of the above nor did they add too much analytical feedback to the proposal. The second concern was the overall credit count and rigor of the program not having enough higher-level courses to be considered a major degree program. Second reader Dr. Rafael Castilla agreed with Dr. Harvey's comments but added a concern that the common business core course descriptions were not included. This program is to be sent back with comments for adjustments. No one opposed. No one was recused.

B. **Middlesex College**

1. Associates of Applied Science (A.A.S.) in Cybersecurity (CIP 11.1003)

First Reader: Deborah Preston, Raritan Valley Community College.

Second Reader: Nurdan Aydin, NJCU

First reader Dr. Deborah Preston had one concern within Standard 1 Item 6 in which the comparison to other community college programs was not addressed, however similar information was found in the proposal's Standard 3. The second reader Dr. Nurdan Aydin mentioned no additional comments. It was also noted that the proposal did not have a SOC code within Standard 2 Item 1. The final decision was for the program to be sent back for additional comparison information and a request to add SOC code to the proposal. No one opposed. Dr. Linda Scherr was recused.

2. Associates of Science (A.S.) in Data Science and Analytics (CIP 30.7001)

First Reader: Nurdan Aydin, New Jersey City University

Second Reader: Robert Schreyer, Mercer Community College

First reader Dr. Nurdan Aydin reviewed the proposal and stated that there was no list of similar programs in Standard 1 but was found in Standard 3. There was also a typo in Standard 3 where the program was referred to as "A.A.S." where it is a "A.S." The program will be sent back for additional information in Standard 1 Item 6 as well as fix the typo. The second reader Dr. Robert Schreyer was not able

to attend the meeting. No one opposed. Dr. Linda Scherr was recused.

3. Associates of Applied Science (A.A.S.) in Supply Chain and Logistics Management (CIP 52.0203)

First Reader: Pamela Scott-Johnson, Monmouth University

Second Reader: Nurdan Aydin, New Jersey City University

First reader Pamela Scott-Johnson only found one concern and it was Standard 1 Item 6 where there was not a sufficient comparison to other programs for alignment. Second reader Dr. Nurdan Aydin had no additional comment. The program will be sent back for additional information. No one opposed. Dr. Linda Scherr was recused.

C. Montclair State University

1. Master of Science (M.S.) in Digital Marketing Analytics (CIP 30.7102)

First Reader: Jennifer Palmgren, TCNJ

Second Reader: Nurdan Aydin, New Jersey City University

First reader Dr. Jennifer Palmgren and second reader Dr. Nurdan Aydin did not find any concerns with this proposal and the program was approved. No one opposed. Kimberly Hollister and Joanne Cote-Bonanno were recused.

2. Bachelor of Arts (B.A.) in Recording Arts & Production (CIP 10.0203)

First Reader: Rafael Castilla, Eastwick College

Second Reader: Linda Scherr, Middlesex CC

First reader Dr. Rafael Castilla and second reader Dr. Linda Scherr did not find any concerns with the proposal. However, the program announcement included a SOC code that was excluded from the program proposal. The program was approved, but the SOC must be included in the final version. No one opposed. Kimberly Hollister and Joanne Cote-Bonanno were recused.

3. Master of Science (M.S.) in Human Resources Analytics (CIP 52.1301)

First Reader: David Wolcott, Rutgers University

Second Reader: Nurdan Aydin, New Jersey City University

First reader Dr. David Wolcott and second reader Dr. Nurdan Aydin did not find any concerns with the proposal and the program was approved. No one opposed. Kimberly Hollister and Joanne Cote-Bonanno were recused.

D. Rowan University

1. Master of Public Policy (MPP) (CIP 44.0501)

First Reader: David Birdsell, Kean University

Second Reader: Basil Baltzis, NJIT

First reader Dr. David Birdsell found a few concerns within this proposal, specifically that there was not a pre-test/post-test to gauge the growth of the students before and after the program. David Birdsell proposed not to approve the

proposal, based on the discipline-specific accreditation related concerns. However, second reader Dr. Basil Baltzis did not find any concerns within the program. After extensive discussion with the AIC committee, the program was voted to be approved. No one opposed. Dr. Roberta Harvey was recused.

V. For Your Information

A. Berkeley College

New Program Options

1. Bachelor of Business Administration (B.B.A.) with a Concentration in Artificial Intelligence and Machine Learning (CIP 52.0201)
2. Bachelor of Business Administration (B.B.A.) with a Concentration in Business Analytics (CIP 52.0201)
3. Bachelor of Business Administration (B.B.A.) with a Concentration in Human Resources Management (CIP 52.0201)
4. Bachelor of Business Administration (B.B.A.) with a Concentration in Project Management (CIP 52.0201)
5. Bachelor of Business Administration (B.B.A.) with a Concentration in Supply Chain Management (CIP 52.0201)
6. Bachelor of Business Administration (B.B.A.) with a Concentration in Management Accounting (CIP 52.0201)
7. Bachelor of Business Administration (B.B.A.), with a Concentration in Information Systems Management (CIP 52.0201)
8. Bachelor of Business Administration (B.B.A.) with a Concentration in Import/Export Management (CIP 52.0201)
9. Bachelor of Business Administration (B.B.A.) with a Concentration in Entrepreneurship (CIP 52.0201)

B. Camden County College

New Certificate Programs:

1. Certificate of Achievement (C.A.) in Welding (CIP 48.0508)

C. Eastern International College

Intent to Terminate Program

1. Associate of Applied Science in Cardiovascular Technology (CVT-AAS) (CIP 51.0901)

D. Kean University

Nomenclature Change

1. B.A. Public Administration to B.A. Public Service and Administration

New Certificates

1. Yoga Teacher Training
2. Post Bac Recreational Therapy

E. New Jersey City University

Nomenclature Change

1. Department of Sociology and Anthropology to Department of Sociology, Anthropology and Social Work
2. Department of Chemistry to Department of Chemistry and Biochemistry

New Program Options

1. Bachelor of Science (B.S.) in Biology with a Concentration in Environmental and Organismal Biology (CIP 26.130)
2. Bachelor of Science (B.S.) in Biology with a Concentration in Molecular and Cellular Biology (CIP 26.0406)
3. Bachelor of Arts (B.A.) in Music Performance Specialization in Multi-Style Strings (CIP 50.0903)

F. New Jersey Institute of Technology

New Graduate Certificates

1. Graduate Certificate in Artificial Intelligence (CIP 11.0102)
2. Graduate Certificate in Data Science for Chemical and Materials Engineers (CIP 14.0701)

G. Raritan Valley Community College

New Certificate Programs

1. Certificate of Completion (C.O.C.) in Supply Chain Management (CIP 52.0203)

H. Ramapo College of New Jersey

1. Minor in Data Science (CIP 30.7001, Data Science, General)
2. Minor in New minor in Statistics (CIP 27.0503, Mathematics and Statistics)

I. Rowan University

1. Certificate of Graduate Study in Urban & Regional Planning (04.0301)

V. New Business

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

July 29th, 2022 10:00 a.m.

Zoom Link:

<https://NJCU.zoom.us/j/98520463425?pwd=Vzh0L1BTKytrd3FYOHFSME84alRSUT09>

Meeting ID: 985 2046 3425, Passcode: 14876076

MINUTES

I. Call to Order / Roll Call

Matthew Whelan – Caldwell University [Temporary Chair]
Diane Recinos– Berkeley College
David Stout – Brookdale Community College
Rafael Castilla – Eastwick College
David Birdsell – Kean University
Robert Schreyer– Mercer County Community College [Via Email]
Linda Scherr – Middlesex County College
Pamela Scott-Johnson - Monmouth University
Junius Gonzales– Montclair University
Joanne Cote-Bonanno – Montclair University
Deborah Preston– Raritan Valley Community College
Roberta Harvey – Rowan University
Kim O'Halloran – Rutgers University
Jon Connolly – Sussex County Community College
Jennifer Palmgren – The College of New Jersey
Jeffrey Osborn – The College of New Jersey
Jessica OShaughnessy – Stockton University
Allison Samay – NJPC
Eric Taylor – Office of the Secretary of Higher Ed
Lori Harris-Ransom – Office of the Secretary of Higher Ed
Donna Rogalski – Office of the Secretary of Higher
Nurdan Aydin – New Jersey City University
Michael Arbitblit – New Jersey City University

II. Approval of Minutes of the May 20th, 2022 Meeting

Dr. David Birdsell moved for approval of the minutes of the May 20th, 2022 meeting.
Dr. Rafael Castilla seconded the motion. Minutes were approved

III. Report from the Chair

Dr. Matthew Whelan opened the meeting with a brief introduction about himself and his role as Temporary Chair for this AIC meeting.

IV. New Programs

A. **Georgian Court University**

1. Master of Social Work (M.S.W.) (CIP Code: 44.0701)

First Reader: David Birdsell, Kean University

Second Reader: Linda Scherr, Middlesex C.C

First reader Dr. David Birdsell and second reader Dr. Linda Scherr did not find any concerns with this proposal and the program was approved. No one opposed. No one was recused.

B. **Sussex County Community College**

1. Associate of Science (A.S.) in Advanced and Continuous Studies (CIP 24.0101)

First Reader: Deborah Preston, Mercer County C.C.

Second Reader: Pamela Scott-Johnson, Monmouth University

First reader Dr. Deborah Preston found some minor concerns within this program. The first was found in Standard 1 Item #4 where the program objectives were not mentioned, however they were found within item #5. In addition to that, within Standard 1 Item #6, there was not enough comparison details between the other degree programs. Dr. Preston also stated that Standard 3 was not sufficient because not all existing degree programs of the same level within the state of NJ were not included; Union and Ocean were examples given. In Standard 3 Item #4, information was missing regarding how the program would best serve the population of Sussex county by design. There was also a concern that there was not any acknowledgement of Standard 4 1C, which is about increasing indirect support. There should be clarification and details added to answer that section. As these concerns were considered minor, Dr. Preston approved of the program with adjustments to be made. Second reader Dr. Pamela Scott-Johnson also found concerns with this program. The first concern was found in Standard 1 Item #2 where the number of faculty members mentioned wasn't sufficient enough, in addition to that, the designation of what faculty would be teaching which course was not included. Dr. Scott-Johnson also mentioned that as a 3+1 program with Ramapo, their faculty information should also be included. She also agreed with Dr. Preston's comments on Standard 3. Dr. Scott-Johnson also noticed that the Chamber of Commerce letter that was mentioned was missing from the proposal. Dr. Scott-Johnson moved to approve the program with adjustments to be made. Dr. Connolly countered their comments by stating that community colleges rely heavily on adjunct faculty and their concerns of faculty must not be treated similarly to a 4-year university because the amount of resources are not equal. The AIC committee added to the list of concerns within Standard 2 as there was no SOC code used as well as no New Jersey Labor Market Data mentioned which was required. Final resolution was that this program would be moved to the NJPC with additional adjustments made based on the comments and concerns from the readers. No one opposed. Dr. Jon Connolly was recused.

C. Montclair State University

1. Bachelor of Fine Arts (B.F.A.) in Animation and Visual Effects (CIP 10.0304)

First Reader: Jeffrey Osborn, TCNJ

Second Reader: Jessica OShaughnessy, Stockton University

First reader Dr. Jeffrey Osborn and second reader Dr. Jessica OShaughnessy did not find any concerns with this proposal and the program was approved. After comments, the AIC committee did want some additional clarification on why no additional state resources would be required for this program. No one opposed. Dr. Junius Gonzales and Dr. Rafael Castilla recused.

D. Fairleigh Dickinson University

1. Bachelor of Arts (B.A.) in Environmental Studies (CIP 03.0103)

First Reader: Roberta Harvey, Rowan University

Second Reader: Jeffrey Osborn, TCNJ

First reader Dr. Roberta Harvey and second reader Dr. Jeffery Osborn did not find any concerns with this proposal and the program was approved. No one opposed. No one was recused.

E. Ramapo College of New Jersey

1. Bachelor of Science (B.S.) in Neuroscience (CIP 26.1501)

First Reader: Jon Connolly, Sussex C.C.

Second Reader: Diane Recinos, Berkeley College

First reader Dr. Jon Connolly and second reader Dr. Diane Recinos did not find any concerns with this proposal and the program was approved. No one opposed. No one was recused.

F. The College of New Jersey

1. Master of Arts (M.A.) in Educational Studies (CIP 13.0404)

First Reader: Junius Gonzales, Montclair University

Second Reader: David Birdsell, Kean University

First reader Dr. Junius Gonzales found several concerns with this program after reviewing it. Standard 1 Item #5 needs more clarification on the expected learning outcomes because they are only presented as 9 different certificates instead of as an overall degree program. There was also no learning outcomes for the capstone project as well. It was also not clear how learning from the embedded certificates will be scaffolded to build knowledge as students' progress because they can take anywhere between two to six years to complete this degree. The rubrics also did not connect clearly to any of the learning outcomes that were included. Standard 1 Item #6 had some confusing wording regarding the potential overlapping certificates due to the same classes being required for multiple certificates. There also weren't specific detailed course outlines in this item as well due to lack of program outcomes being articulated. Standard 1 Item #7 also states that there are no identical programs, however other certificate programs do exist and they should

acknowledge that. The needs and demands of the overall degree program are not clearly stated, but only shown as the needs and demands of the individual certificate program. Standard 2 was deemed not sufficient because it is difficult to discern the actual market for this particular master's program due to being comprised of flexible and stackable certificates. Standard 3 Item #4 doesn't not explain the demand for the program enough as well as does not provide hard data from other similar programs. There is also no information on projected cost of savings for students using this stackable certificate model instead of another existing program at the Masters level. Dr. Gonzales did not approve of this program and wanted to send it back to TCNJ. Second reader Dr. David Birdsell did not agree with any of the comments or concerns made by Dr. Gonzales and thought of this program as innovative and interesting and used a direct quote from the consultant to emphasize his point. He motioned to approve the program with no changes. After debate and comments, the AIC added that Standard 1 Item #6 could have done a national overview for degree comparison by looking at other Educational Studies masters programs. Dr. Roberta Harvey specifically stated that there should be some clarification on the actual market demand for the masters itself, however she agreed with Dr. Birdsell regarding the innovativeness of the curriculum design of multiple certificates. The program was held to a vote by the entire committee and a majority voted to send back the program for changes.

2. Master of Public Policy (M.P.P.) (CIP 44.0501)

First Reader: Diane Recinos, Berkeley College

Second Reader: Jessica OShaughnessy, Stockton University

First reader Dr. Diane Recinos and second reader Dr. Jessica OShaughnessy did not find any concerns with this proposal and were going to approve the program, but there were concerns raised by the AIC which included Standard 1 Item 6 missing the curriculum comparison and the fact that they only cited research papers in its place. After debate, the final decision was for the program to be sent back for additional comparison information. Dr. Jeffrey Osborn and Dr. Jennifer Palmgren were recused.

V. For Your Information

A. Ocean County College

New Certificate

1. Certificate of Completion in Cybersecurity (CIP 52.2101)

B. Sussex County Community College

Change in Nomenclature

1. A.A.S Technical Studies: Electrical Linesmen to A.A.S Technical Studies: Electrical Lineworker.

C. Rowan University

New Undergraduate Certificate

1. Certificate of Achievement in Biomedical Engineering (CIP 15.1001)

D. Atlantic Cape Community College

New Degree Option

1. Associate of Applied Sciences (A.A .S.) Business Administration – Esports Option (CIP 52.0201)

E. Montclair State University

New Graduate Certificate

1. Real Estate Development (CIP 52.1501)

New Undergraduate Certificate Program

1. Sustainable Food Practices (CIP 03.0103)

F. Fairleigh Dickinson University

Nomenclature Change

1. Bachelor of Arts in Hospitality & Tourism Innovation and Excellence (CIP 52.9999) will become Bachelor of Arts in Hospitality & Tourism Management (CIP 52.9999)

G. The College of New Jersey

New Graduate Certificate Program

1. Professional and UX/UI Writing (CIP 23.1303)
2. Educational Leadership (CIP 13.0401)
3. Public Policy (CIP 44.0501)

Nomenclature Change

1. Bachelor of Science in Health and Exercise Science (CIP 13.1314) into Bachelor of Science in Kinesiology and Health Sciences (CIP 31.0505)

V. Old Business

A. Georgian Court University

- 1) Bachelor of Science (B.S.) in Sports Management (CIP 31.0504) (Previously submitted May 20th, 2022 AIC Meeting)

- **First Reader:** Roberta Harvey, Rowan University
- **Second Reader:** Rafael Castilla, Eastwick College

First reader Dr. Roberta Harvey and second reader Dr. Rafael Castilla did not find any concerns with this proposal and the program was approved. No one opposed. No one was recused.

B. Middlesex College

1) Associates in Applied Science (A.A.S.) in Cybersecurity (CIP 11.1003)
(Previously submitted May 20th, 2022 AIC Meeting)

- **First Reader:** Deborah Preston, Mercer Community College
- **Second Reader:** Nurdan Aydin, New Jersey City University

First reader Dr. Deborah Preston and second reader Dr. Nurdan Aydin did not find any concerns with this proposal and the program was approved. No one opposed. Dr. Linda Scherr was recused.

2) Associate in Science (A.S.) in Data Science and Analytics (CIP 30.7001)
(Previously submitted May 20th, 2022 AIC Meeting)

- **First Reader:** Nurdan Aydin, New Jersey City University
- **Second Reader:** Robert Schreyer, Mercer Community College

First reader Dr. Nurdan Aydin did not find any concerns with this proposal. Second reader Dr. Robert Schreyer could not attend the meeting last minute but sent his comments and approval through email. The program was approved. No one opposed. Dr. Linda Scherr was recused.

3) Associate in Applied Science (A.A.S.) in Supply Chain and Logistics Management (CIP 52.0203) (Previously submitted May 20th, 2022 AIC Meeting)

- **First Reader:** Pamela Scott-Johnson, Monmouth University
- **Second Reader:** Nurdan Aydin, New Jersey City University

First reader Dr. Jon Connolly and second reader Dr. Diane Recinos did not find any concerns with this proposal and the program was approved. No one opposed. Dr. Linda Scherr was recused.

V. New Business

A. Revised AIC Manual (2022-2023)

- Dr. Donna Roglaski and Dr. Michael Arbitblit discussed the updates to the AIC Manual that will be in effect September 2022, which included adding the supplemental document information taken from the AIC Manual training sessions directly into the text of the manual. The standards and general process have not been changed, only clarifications were added for ease of use. All of the forms and contact lists will be taken out of the manual to reduce the overall size of the document and all regulations will be removed and linked directly to OSHE's website. There will be additional training sessions on the AIC Manual in the Fall held by OSHE. Dr. Rafael Castilla and the other members of the AIC have brought up concerns about the process of "approving with clarifications" as this is not clarified in the manual as of yet. The resolution of

this was that once a program was deemed insufficient in any given section, then it must be sent back to the institution and resubmitted to the next AIC meeting. Additionally, the members of AIC have acknowledged the complexities of the 3+1 programs and wished for additional clarification on how to write and review them effectively.

B. AIC Website Update

- Dr. Michael Arbitblit discussed how the updated AIC website will look and how it will streamline the AIC process for all institutions throughout the State of New Jersey. He discussed that all forms, contact lists, and regulation links needed for a new academic degree program will be laid out on the website for users to access. He went on to explain that the contact list from the manual will be removed and added as a standalone document so that it can be live on the site meaning it will be able to be changed as institutions' employees change frequently. Over the last few months, it was noted that some people were not receiving Program Announcements due institutions maintaining their own contact lists and they may not know when to update them. So, a standardized contact list containing all NJ presidents and affiliated organizations will be on the AIC website for all institutions to use to ensure everyone is using the most up-to-date contacts. The AIC committee has requested that presidents who do not want their personal email addresses to be available on this list, then they must create or provide a generic "President@xxx.edu" email address as a substitute.