CAP Minutes for meeting, March 23, 2015 (prepared by A. Borders, M. Marino)

Present: M. Benoit, A. Borders, K. Clark, F. Cooper, J. Day, J. Graham, M. Hugeut-Jerez, M. Paliwal, J. Palmgren, A. Peel, C. Boles, D. Vekaria

1. The minutes from last meeting were reviewed. J. Day proposed and J. Graham seconded the motion to approve the minutes. Approved unanimously.
2. The committee discussed the Academic Advising Agreement created by the Advising Council (intended as a supporting document for the approved advising policy). The committee had several questions about it: 1) When is the agreement meant to be signed by the student and advisee?, 2) Who keeps the signed agreement?, 3) What is the procedure if a student’s advisor changes?, 4) What does it mean for an advisor to “be available to students” – the committee is concerned that this is too vague and may set up unrealistic expectations – advisors could be encouraged to share their availability with students and/or discuss reasonable availability, 5) Are advisors also responsible for checking PAWS?, 6) Is it necessary to include “maintain confidentiality” as an advisor responsibility?, 7) Should a sentence be added before signing to the effect of “I have read and understood the above expectations.”? These questions will be asked of the Advising Council.
3. The committee discussed suggestions from GPC about changes to the graduate certificate approval policy. GPC recommended that the approval process mirror the approval process for a minor. The committee compared the minor approval process with the revised Program Approval process in order to determine which steps should be retained for graduate certificates. The committee concurred with GPC that mirroring the minor approval process is appropriate for graduate certificate programs. The committee also suggests adding language about a minimum number of graduate-level courses in a graduate certificate – in line with the undergraduate certificate policy, the committee proposed a minimum of 3 courses (9 credits). GPA should be consulted about this.
4. The committee reviewed edited preliminary recommendations of TCNJ’s undergraduate internship policy. The committee clarified some language, primarily about evaluations of student performance on the internship and evaluations of the quality of the internship site. The committee also agreed that a preamble/rationale should be written before presenting the proposed recommendations to the campus community.
5. The committee reviewed initial feedback about the preliminary recommendations of TCNJ’s Change of Major policy. The committee confirmed that using minimum GPA as a requirement is problematic. The committee members wanted time to reflect on feedback, particularly from the staff senate. J. Day will consolidate feedback and share with the committee, who will discuss this again.
6. Meeting adjourned at 2:50pm.