CAP Minutes for meeting, March 9, 2015 (prepared by A. Borders, M. Marino)

Present: A. Borders, K. Clark, J. Day, J. Graham, M. Hugeut-Jerez, M. Marino, J. Palmgren, S. Schreiner, C. Boles

1. The minutes from last meeting were reviewed. J. Day proposed and J. Graham seconded the motion to approve the minutes. Approved unanimously.
2. M. Marino gave the committee several updates: a) he will meet with CSCC chair and vice chair to reconcile the final Certificates Policy; b) He sent the Change of Major preliminary recommendations out to academic leaders and other relevant units for initial testimony – has not received much feedback yet.
3. The committee clarified the wording of the preliminary recommendations of TCNJ’s undergraduate internship policy. M. Marino will edit the recommendations and present to the committee for feedback.
4. The committee discussed suggestions from GPC about changes to the graduate certificate approval policy. GPC provided a more clear definition of “stand alone graduate certificates” and recommended that the approval process mirror the approval process for a minor. The committee decided to compare the minor approval process with the revised Program Approval process in order to determine which steps should be retained for graduate certificates – this will occur at the next CAP meeting.
5. The committee planned for the open forum on Tuesday, April 19 to elicit feedback on 3 policies: change of major, internship, and program approval. A. Borders, J. Day, And K. Clark will attend, along with M. Marino.
6. Meeting adjourned at 2:20pm.