CAP Minutes for meeting, November 11, 2015 (prepared by A. Borders, M. Marino)

Present: M. Benoit, A. Borders, K. Clark, J. Day, F. Cooper, J. Johnson, M. Huguet-Jerez, J. Graham, M. Marino, M. Paliwal, J. Palmgren, S. Schreiner, O. White

1. The minutes from last meeting were reviewed. K. Clark proposed and M. Marino seconded the motion to approve the minutes. Approved unanimously.
2. Jennifer Palmgren shared with the committee suggestions from academic leaders about the proposed revisions to the Program Approval Policy: a) clarify the distinction between steps vs. phases; b) define program as a degree program; c) in phase 3, provide a definition of “quality” by adding language about best practices; d) address affordability of new programs; e) address how a new program will affect Liberal Learning; f) add a step at the end (after going to the state for a public statement) about going to the state academic issues committee before the president’s council. The committee discussed the merits of these suggestions. Jennifer will make edits and share the revised policy again.
3. James Day presented the conclusions of a subcommittee working on a review of the change of major policy. The subcommittee has met twice. The committee agreed that the Request to Change Major policy (for pre-matriculated students) should be combined with the Change of Major policy. Also discussed how foundation courses are the most appropriate entrance requirement for students, but that some departments may have other criteria depending on capacity issues and/or expectations of students in the major. Discussed the need for departments to enroll non-majors in certain foundation courses, so that students can meet requirements for applying to a major. James will edit the subcommittee’s recommendations so that they can be finalized and sent out for testimony.
4. The committee reviewed CSCC’s edits to the proposed certificate programs policy. M. Marino will accept all of the suggested edits, combine with other materials, and present to the committee again for final approval.
5. The committee discussed revised testimony questions as part of the review of TCNJ’s undergraduate internship policy. Discussed adding “academic components” to off-the-job internship activities. Discussed adding the information that federal regulations require 180 hours (vs. TCNJ’s 200 hours) for an internship, and asking for testimony on that. Decided to separate Question 6 into two separate questions: ways to assess the internship itself, vs. ways to assess the student’s performance on internship. M. Marino will edit the testimony questions and email to the committee for final feedback.
6. Meeting adjourned at 2:30pm.