

# ACADEMIC ISSUES COMMITTEE

Friday, September 7, 2007

Meeting – 1 PM Lunch and 2 PM AIC meeting  
Camden County College – Rohrer Center

## MINUTES

### Present:

William	Austin	Warren CCC	Present
James	Burkley	Rutgers University	Present
Richard	Lynde	Montclair State	Conference call
Patricia	Donohue	Mercer CCC	Conference call
Vinton	Thompson	Kean Univ.	Present
Jo	Bruno	New Jersey City Univ.	Conference call
Sr. Theresa	Martin	Felician College	Conference call
Harold	McCulloch	Devry Univ.	Conference call
Dana	Knox	NJIT	Present
Karen	Putterman	UMDNJ	Conference call
Sr. Francis	Raftery	College of St. Elizabeth	Conference call
Mordechai	Rozanski	Rider Univ.	Conference call
Raymond	Yannuzzi, Chair	Camden CCC	Present
Edward	Yaw	CC of Morris	Conference call
Marguerite	Beardsley	CHE	Present
Allison	Samay	NJ President's Council	Conference call

### I. **Approval of the Minutes of the May 25, 2007 Meeting**

A motion was made and seconded to approve the minutes of the May 25, 2007 teleconference meeting with one exception to item III. A. William Paterson University request for a waiver to convert BS in Physical Education with a concentration in Exercise Physiology to a BS in Exercise Science: Exercise Physiology concentration. There was a question about a PA being sent as required in the AIC Manual. After checking the records, a copy of the PA dated April 23, 2007 was sent as required.

The minutes were unanimously approved.

### II. **NEW PROGRAMS (Action Items)**

#### A. Fairleigh Dickinson University

##### 1. **Master of Science in Homeland Security**

It was moved and seconded to recommend the program to the President's Council. The motion carried unanimously. It was noted that the packet did not follow the AIC format.

#### B. Kean University

##### 1. **Masters of Arts in Sociology & Social Justice**

It was moved and seconded to recommend the program to the President's Council. The motion carried with the abstention of Dr. Thompson.

#### C. Raritan Valley Community College

##### 1. **Associate in Science in Web Page Development**

It was moved and seconded to recommend the program to the President's Council. The motion carried unanimously. However, it was noted that the consultant's report was not clear on the approval of the program. AIC format needs to be followed.

D. Rowan University

1. **Masters of Engineering Management**

It was moved and seconded to recommend the program to the President's Council. The motion carried unanimously. However, it was noted that similar programs at other colleges were not mentioned in the packet as required in the AIC format.

III. **ACTION ITEMS (OTHER)**

A. Rowan University requests a waiver from the full process to convert the following specialization to full program status:

1. **Liberal Studies: American Studies Specialization to Bachelor of Arts (B.A.) in American Studies**

It was moved and seconded to recommend the program to the President's Council. The motion carried unanimously.

B. UMDNJ

1. **Addition of Thomas Edison State College as a new partner institution in Dental Assisting and Dental Hygiene**

It was moved and seconded to recommend the program to the President's Council. The motion carried unanimously.

IV. **INFORMATION ITEMS**

A. Camden County College

*Initiation of a Certificate Program*

- Practical Nursing Certificate

**Information acknowledged.** Language will be added to the AIC manual regarding certificates over the 36 credit limit. Program Announcements will be required along with a detailed, descriptive letter from the institution explaining why the credits are required. For example, outside agencies such as board of nursing approvals or licensure that dictates the credit requirements.

*Initiation of Two Program Options*

- Liberal Arts & Science Associate in Science: Food Science Option
- Liberal Arts & Science Associate in Science: Biotechnology Option

**Information acknowledged.**

B. Essex County College

*Initiation of a Program Option*

- Technical Studies Program: Uniform Construction Code Technology Option

**Information acknowledged.**

C. Montclair State University

*Initiation of Two Certificate Programs*

- Post-baccalaureate Certificate in Gifted and Talented Education
- Post-baccalaureate Certificate in Conflict Management in the Workplace

**Information acknowledged.**

D. Passaic County College

*Termination of Seven Degree/Certificate Programs*

- AAS in Banking
- AAS in Retailing

- AAS Office Systems Technology-Bilingual Option
- AAS in Interdisciplinary Laboratory Science Technology Program
- AAS in Computer Integrated Manufacturing Technology
- AAS in Medical Laboratory Technology
- Certificate in Office Occupations

**Information acknowledged.**

*Changes in Nomenclature for Seven Programs -(New titles)*

- AS in Business Administration Option in Information Technology
- AS in Business Administration Option in Hospitality Management
- AS in Business Administration Option in Accounting and Finance
- AS in Liberal Arts: Pre-professional Scientific Option
- AAS in Office Administration
- AAS in Information Technology
- Certificate Legal Administrative Assistant  
(Remove Nomenclature change as listed in the memo for Certificate in Information Sciences).

**Information acknowledged.**

*Initiation of Seven New Program Options*

- AA in Liberal Arts: Theatre Option
- AA in Liberal Arts: Musical Studies Option
- AS in Liberal Arts: Biotechnology Option
- AS in Human Services: Addictions Option
- AS in Human Services: Gerontology Option
- AS in Business Administration: International Business Option
- AAS in Information Technology: Business Technology Option

**Information acknowledged.**

E. Ramapo College

*Change in Nomenclature*

- From Physics Program to Engineering Physics Program

**Information acknowledged.**

F. Raritan Valley

*Initiation of a Certificate Offering*

- Automated Manufacturing Technology Certificate

**Information acknowledged.**

*Termination of Three Programs*

- Paraprofessional Certificate in Education
- Associate of Fine Arts in Theatre Arts
- Associate in Applied Science in Golf Management

**Information acknowledged.**

G. Rowan University

*Initiation of a Certificate Offering*

- Certificate of Graduate Studies in Applied Behavior Analysis

**Information acknowledged.**

*Initiation of Two Program Tracks*

- Master of Science in Teaching in Theatre Education
- Liberal Studies: Humanities/Social Science

**Information acknowledged.**

H. UMDNJ

*Initiation of Two Certificate Programs*

- Post Baccalaureate Certificate in Biodefense
- Post Baccalaureate Certificate in Public Health Preparedness

**Information acknowledged.**

I. Warren

*Initiation of a Certificate Program*

- Communications Certificate

**Information acknowledged.**

V. **Old Business**

A. Finalize requirements for the language on certificates over 36 credits  
(*Language will need to be updated in AIC Manual*)

1. Certificates are normally an information item for AIC
2. Normally, certificates over the 36 credit limit are created to fulfill the requirements of an outside accrediting agency and board approval of the colleges offering the program must be completed before applying for program approval of the outside agencies.
3. Suggested solution would be to submit the report from the outside agency requiring the credits or courses for these particular certificates and any documentation from the regulations/certification requirements when the certificate is sent to AIC for placement on the agenda as an information item.

It was decided that for certificates over the 36 credit limit for Community Colleges, a Program Announcement would be required to be sent to the college presidents as required for new programs. In addition, a detailed cover letter should accompany the PA explaining the necessity of the credits required. Outside agency requirements and licensures should be mentioned. The AIC manual will be updated to reflect the new language and requirements.

VI. **New Business**

A. Creation of Charts for items required for submission to the AIC

CCC will initiate the creation of the charts and email the documents to the AIC members for comments and input.

Members discussed the creation of charts and suggestions were made to include the CIP code numbers for reference on all items sent to the Commission on Higher Ed. The charts on the information items have been completed and CCC is working on charts for the Action Items detailed in the AIC manual. These will be mailed to the AIC members for input and suggestions.

Discussion followed regarding the format of packets sent to the AIC. Members of the committee expressed the need to stress to institutions submitting information to AIC that they must follow the guidelines stated in the AIC manual for required documents and also the format of the packets submitted. AIC needs curriculum with the required courses and credits listed – the Committee does not need course descriptions or other documents that may be required by the colleges. In the

future, packets not conforming to the guidelines will be held for the next AIC meeting, and colleges will be asked to make corrections or provide materials to conform with the guidelines of the AIC Manual.

B. Notification of Information Items being on the agenda to the submitting institutions

A number of colleges have requested that they be notified that the information items that they submitted to the AIC have been put on the agenda and of the results of the Committee's discussion. A suggestion was made that we send the colleges the AIC minutes.

The chair of the AIC will email the minutes of the meeting to colleges submitting information items for each month.

C. Discussion of the Commission on Higher Ed Academic Affairs report. Copies will be posted in the September folder after the meeting.

Marguerite Beardsley discussed the report she compiled regarding Academic Affairs related items. Everyone was appreciative and thanked her for sharing the information with the committee. The report was posted on the AIC website under the September folder.

D. Question regarding the process for starting a degree completion program – defined in NJ as the last two years of a baccalaureate degree.

Marguerite Beardsley related a question that came to her about the process for starting a degree completion program. That item is not addressed in the AIC manual and discussion followed about what should be required and added to the manual. It was decided that a request for a new degree completion program should be treated like a new program and follow the process for new programs as outlined in the AIC manual.

Two additional items were discussed under Old Business.

1. Last year there was a request to the AIC to have the CHE listed as recipients for Program Announcements. The manual will be edited to include Marguerite Beardsley on the list of people to receive PA's. This will help CHE keep abreast of new degree and program proposals and also prepare them for upcoming program initiations.
2. Ms. Beardsley also requested that Program Terminations be sent as a notification in letter format to all the NJ college presidents as an informative notice. There is currently no formal process for communicating program terminations, and in some cases colleges with related transfer programs do not know when a program has been terminated. In other cases, colleges may wish to initiate a program that has been terminated elsewhere in the state. The additional requirement for notification of program termination will be included in the next AIC manual.

Dr. Yannuzzi thanked everyone who phoned in or attended the first AIC meeting. He reminded everyone that the next meeting would be on October 12, 2007.

The meeting was adjourned at 3:10 P.M.

Respectfully submitted: Dr. Raymond Yannuzzi, Chair AIC