

**New Jersey President's Council  
Academic Issues Committee  
August 26, 2016 – 10:00 – 12:20 pm**

**Caldwell University  
Quigley Board Room, Newman Center**

**Minutes**

**Present:** Nancy Blattner (Chair)

**Present Via Phone (Presidents):** Christopher Capuano, Barbara Gitenstein, Sue Henderson, Joann LaPerla-Morales, Jianping Wang

**Also Present:** Basil Baltzis, Nancy Becker, James Burkley, Rafael Castilla, Beth Castiglia, Willard Gingerich, Roberta Harvey, Edward Ogle, Lori Vermeulen

**Also Present Via Phone:** Allison Samay, Eric Taylor, Jeff Toney

**Recording:** Sharon Kievit

I. Call to Order/Roll Call

II. Approval of the Minutes of the May 13, 2016 meeting

It was moved by Dr. Blattner, seconded by Dr. Gitenstein, that the minutes of the May 13, 2015 meeting be approved. The motion carried unanimously.

III. New Programs

**A. Caldwell University**

1. BS – Sport Management (31.0504)

First Reader: Jeff Toney, Kean University

Second Reader: Anne Prisco (Dr. Edward Ogle reported on Dr. Prisco's behalf)

Dr. Toney summarized the submitted proposal stating that it supports the institution's strategic plan and mission, includes an assessment plan and qualified consultant's report. Dr. Ogle concurred with Dr. Toney's review. It was moved by Dr. Toney, and seconded by Dr. Ogle, that this request be recommended to the President's Council. The motion carried. Dr. Blattner abstained.

## **B. Essex County College**

### 1 AS – General Studies (45.0101)

First Reader: Rafael Castilla, Eastwick College

Second Reader: Christopher Capuano, Fairleigh Dickinson University

Dr. Castilla summarized the submitted proposal. He stated that the proposal did not provide a detailed assessment plan based on the current language of the AIC manual. Inclusion of a curriculum map with institutional and program level learning goals would strengthen the proposal. Essex County College should be asked to resubmit the proposal with an Evaluation and Learning Outcomes Assessment for the program. Evidence should be provided that appropriate evaluation and learning outcomes assessment methods are in place to measure the effectiveness of the program. Criteria may include:

- Clearly articulated program level goals
- The incorporation of Institutional Level Learning Goals into the Program Level Learning Goals
- Examples of how the achievement of program goals are assessed, including direct and indirect measures
- The sustainability of the assessment process

**Action Item:** The proposal will be returned to Essex County College so that the above concerns may be addressed. The proposal will be reconsidered after the resubmission is reviewed.

## **C. Fairleigh Dickinson University**

### 1. Doctor of Physical Therapy (51.2308)

First Reader: James Burkley, Rutgers University

Second Reader: Basil Baltzis, NJIT

Mr. Burkley summarized the submitted proposal stating that it supports the institution's five core values for health science programs. The learning goals are aligned with Commission on Accreditation in Physical Therapy Education (CAPTE) standards and health care values of the university's health sciences programs. The consultant was well qualified, the consultant's report was adequate, and the university's response to the consultant's report was strong. There is clearly a demand for the program in New Jersey. Dr. Baltzis concurred with Dr. Burkley's review. It was moved by Dr. Burkley, and seconded by Dr. Baltzis, that this request be recommended to the President's Council. The motion carried. Dr. Capuano abstained.

### 2. MS in Cybersecurity and Information Assurance (11.1003)

First Reader: R. Barbara Gitenstein, TCNJ

Second Reader: Nancy Becker, Caldwell University

Dr. Gitenstein summarized the submitted proposal stating that it supports the institution's strategic plan and mission, includes an assessment plan and qualified consultant's report. There is a strong employment projection for this degree. Dr. Becker concurred with Dr. Gitenstein's review, but noted that the consultant submitted a brief Biosketch in lieu of a full CV; however, his credentials were sufficiently documented by supplemental information provided in the institutional response.

It was moved by Dr. Gitenstein, and seconded by Dr. Becker, that this request be recommended to the President's Council. The motion carried. Dr. Capuano abstained.

3. BS in Mechanical Engineering (14.1901)

First Reader: Willard Gingerich, Montclair State University

Second Reader: Roberta Harvey, Rowan University

Dr. Gingerich summarized the submitted proposal stating that it supports the institution's strategic plan and mission, includes an assessment plan and qualified consultant's report. The institution's response to the consultant's concerns was very strong. The need for the program is realistic. Dr. Harvey concurred with Dr. Gingerich's review. It was moved by Dr. Gingerich, and seconded by Dr. Harvey, that this request be recommended to the President's Council. The motion carried. Dr. Capuano abstained.

**D. New Jersey City University**

1. BA in Interdisciplinary Studies/Literacy Studies (13.1315)

First Reader: Anne Prisco, Felician University (Dr. Edward Ogle reported on Dr. Prisco's behalf)

Second Reader: Rafael Castilla, Eastwick College

Dr. Ogle summarized the submitted proposal. He noted that the consultant had not conducted an onsite visit, the consultant's report did not contain any recommendations for the proposed program, and the program dwelled only on the major, but did not contain a complete description of all elements of the degree package. The proposal's curriculum mapping needs revising and is missing the "Statement of No Objections" section. Dr. Castilla concurred with Dr. Ogle's assessment of the proposal.

**Action Item:** The proposal will be returned to New Jersey City University so that the above concerns may be addressed. The proposal will be reconsidered after the resubmission is reviewed.

**E. Passaic County College**

1. AAS Digital Media Production and Distribution (10.0202)

First Reader: Jianping Wang, Mercer County Community College

Second Reader: Michael Smith (Beth Castiglia reported for Dr. Smith)

Dr. Wang summarized the submitted proposal stating that the program provides a solid foundation, noting that the inclusion of certificate programs is a particular strength of the program. An evaluation and learning outcomes plan is included and the program will be led by an exceptionally well-qualified coordinator. Dr. Castiglia concurred with Dr. Wang's review. It was moved by Dr. Wang, and seconded by Dr. Castiglia, that this request be recommended to the President's Council. The motion carried.

**F. Rider University**

1. BA in Healthcare Policy (44.0503)

First Reader: Roberta Harvey, Rowan University

Second Reader: Christopher Capuano, Fairleigh Dickinson University

Dr. Harvey summarized the submitted proposal stating that the preparation of the proposal is somewhat lacking though it contains a very thorough consultant's report.

Dr. Capuano agreed with Dr. Harvey's assessment. After discussion the AIC agreed to move the proposal forward to the NJPC because the consultant's report addressed a number of key points that were not adequately discussed in the proposal and provided a positive and credible recommendation for the program. It was moved by Dr. Harvey, and seconded by Dr. Capuano, that this request be recommended to the President's Council. Dr. Baltzis and Dr. Castilla abstained.

**Action Item:** The AIC will notify Rider University (Dr. Castagnera) of the committee's concerns with regard to the program's framework and learning outcomes assessment plan, program evaluation, the program's relationship to the institution's strategic plan and impact on other institutional offerings, justification of need for the program, and student enrollment.

## **G. Rowan College at Gloucester County**

### **1. AS in Human Resources**

First Reader: Willard Gingerich, Montclair State University

Second Reader: Jeff Toney, Kean University

Dr. Gingerich summarized the submitted proposal stating that there are concerns because the consultant is not an academic; the consultant's report is very sparse and contains no evidence of a site visit; the institutional response is lacking; the statistics for the need of program are outdated, cited for 2013 and earlier; the description of the academic program and its specific resources (faculty, library, IT) are insufficient; the assessment plan is inadequate; and there is no evidence of an articulation with Wilmington, although the program was designed to mesh with their bachelor's program. Dr. Toney concurred with Dr. Gingerich's assessment.

**Action Item:** The proposal will be returned to Rowan College at Gloucester County so that the above concerns may be addressed. The proposal will be reconsidered after the resubmission is reviewed.

## **Other Action Items**

### **A. Bard College – Licensure Renewal Petition**

First Reader: Basil Baltzis, NJIT

Second Reader: R. Barbara Gitenstein, TCNJ

Dr. Baltzis summarized the proposed petition. The institution has an impressive record with nearly 90% of the student body receiving an associate's degree and moving on to a four-year institution. The assessment plan was well prepared.

Dr. Gitenstein supported Dr. Baltzis' recommendation. It was moved by Dr. Baltzis and seconded by Dr. Gitenstein that the institution's licensure renewal petition be recommended to the President's Council for approval. The motion carried.

### **B. Cabrini University – Licensure Petition**

First Reader: Joann LaPerla-Morales, Middlesex County College

Second Reader: Jianping Wang, Mercer County Community College

Dr. LaPerla-Morales summarized the proposed petition. The proposal is well done and complete. It supports the institution's mission. Dr. Wang stated that she supported Dr. LaPerla-Morales' recommendation, but she added that she has

concerns regarding the fact that most students in this leadership program would be part-time students and would not be able to participate in student government. It was pointed out that the target audience is parents/older siblings/extended families of the LEAP high school students. It was moved by Dr. LaPerla-Morales and seconded by Dr. Wang that the institution's licensure petition be recommended to the President's Council for approval. The motion carried.

**C. Georgia Christian University – Licensure Petition**

First Reader: Roberta Harvey, Rowan University

Second Reader: Rafael Castilla, Eastwick College

Dr. Harvey summarized the proposed petition and recommended it for approval. Dr. Castilla supported Dr. Harvey's recommendation, but stated that he had concerns with regard to the accessibility of library resources. It was moved by Dr. Harvey and seconded by Dr. Castilla that the institution's licensure petition be recommended to the President's Council for approval. The motion carried.

**D. Seminary Bnos Chaim – Petition to Offer Program**

First Reader: Lori Vermuelen, Stockton University

Second Reader: Michael Smith., Berkeley College (Beth Castiglia reported for Dr. Smith)

Dr. Vermuelen summarized the proposed petition and recommended it for approval. Dr. Castiglia supported Dr. Vermuelen's recommendation. It was moved by Dr. Vermuelen and seconded by Dr. Castiglia that the institution's licensure petition be recommended to the President's Council for approval. The motion carried.

**For Your Information**

**A. Camden County College**

1. Termination – Certificate of Achievement

CADD: Computer Aided Drafting and Design (15.1301)

International Healthcare (51.9999)

Psychosocial Rehabilitation & Treatment (51.2399)

2. Additions - Certificate of Achievement

Computer Aided Architectural Drafting and Design (15.1301)

Computer Aided Mechanical Drafting and Design (15.1301)

**B. County College of Morris**

1. Termination of Program – Landscape and Horticultural Technology Apprenticeship Program (01.0101)

2. Nomenclature Change – Associate of Applied Science Business Career

Program to Associate of Applied Science Business Professional Program (52.9999)

**C. Eastwick College**

1. Certificate Program – Office and Accounting Administration (52.0201)

**D. Essex County College**

1. Deactivation of Certificate Program - Business Administration: Office Administration and Computer Technology Option (52.0201)

### **E. Monmouth University**

1. Shelving – Master of Arts in Psychological Counseling in the School of Humanities and Social Sciences (51.1508)
2. Nomenclature Change – Master of Arts in Psychological Counseling – Addiction Studies Track to: Master of Arts in Addiction Studies (51.1508)
3. Additional Endorsement to Existing DNP Program: Doctor of Nursing Practice With Nursing Education Endorsement in the School of Nursing and Health Studies (51.3818)

### **F. New Jersey City University**

1. Program Option -Bachelor of Arts in Mathematics- Concentration in Actuarial Science (CIP 52.1304)
2. Program Option - Bachelor of Arts in Geoscience- Specialization in Earth Science (CIP 40.0601)
3. Change in Nomenclature – Department of Geoscience/Geography to Department of Earth and Environmental Sciences
4. Program Option - Master of Arts in Teaching (M.A.T.) Special Education, with Teacher of Students with Disabilities Eligibility and a Specialization in Autism Spectrum Disorders (CIP 13.1013)
5. Program Option - Master of Music in Music Performance with Specialization in Composition (CIP 50.0903)
6. Initiation of Program Options:
  - Minor in Astronomy (CIP 40.0201)
  - Minor in Urban Studies (CIP 45.1201)
  - Minor in Middle Eastern Studies (CIP 50.0108)
  - Minor in Accounting (CIP 52.0301)
  - Minor in Cinema Studies (CIP 50.0601)
  - Minor in Entrepreneurship (CIP 52.0701)
  - Minor in Military Science (CIP28.0399)
  - Minor in Marketing (CIP 52.1401)
  - Minor in Social Media Marketing (52.1499)
  - Minor in Public Relations (CIP 09.0900)
  - Certificate of Graduate Studies for NJCU Principal Certificate (CIP13.0401)

### **G. Passaic County Community College**

1. Career Certificate – Culinary Arts (12.0503)
2. Career Certificate – Homeland Security (43.0301)

### **H. Ramapo College**

1. New Minor – American Studies (05.0102)

### **I. Rider University**

1. New Business Analytics Minor – BS Information Systems and Supply Chain Management Department of the College of Business Administration (52.1302)
2. Initiation of a Program Option – Health Communication Concentration (09.0905)
3. Initiation of Graduate Certificate – Master of Arts in Teacher Leadership (13.1004)

### **J. Rowan College at Burlington County**

1. Termination of Programs and Certificate Programs
  - AA.FAS Fashion Studies (24.0101)
  - AAS. NRG Energy Management (15.0503)
  - AAS.RST Respiratory Therapy (51.0908)
  - CRT.BEM Building Energy Management (15.0503)
2. Academic Certificate – CRT.PAR Paramedic Science (51.0904)

## **K. Rowan University**

1. Suspension of Admission to Program – BS in Athletic Training (51.0913)
2. Suspension of Admission to Program – BS in Physical Science (40.0101)
3. Suspension of Admission to Program Options:
  - BA in Education: Subject Matter Ed K-12/BS or BA in Biological Sciences (13.1322)
  - BA in Education: Subject Matter Education K-12/BS or BA in Chemistry (13.323)
  - BA in Education: Subject Matter Education K-12/BS or BA in Physics (13.1329)
  - BA in Education: Subject Matter Ed K-12/BS or BA in Mathematics (13.1311)
  - BA in Education: Subject Matter Ed K-12/BS or BA in Physical Science (13.1316)

## **L. Rutgers University**

1. Newark – Initiation of Option – MS in Management Research (52.1301)
2. Rutgers University - Biomedical and Health Sciences Graduate School of Biomedical Sciences, New Brunswick/Piscataway – Post-Doctoral Graduate Certificate in Medical Physics (51.2205)

## **M. Thomas Edison State University**

1. New Certificate Programs
  - Graduate Certificate – Data Analytics (27.030)
  - Graduate Certificate – Fundraising and Development (52.0206)
  - Graduate Certificate – Strategic Planning and Board Leadership (44.9999)

## **Old Business**

### **A. Essex County College AS Finance (52.0801) (Previously reviewed 5-13-16)**

1. AS – Finance (52.0801)
  - First Reader: Joann LaPerla-Morales, Middlesex County College
  - Second Reader: Anne Prisco (Dr. Edward Ogle)

Dr. LaPerla-Morales summarized the re-submitted proposal. The resubmitted proposal contained the requested verification of the consultant's report, including responses to the consultant's concerns and a clear curriculum map of outcomes to courses and/or program assessment. Dr. Ogle agreed that all issues have been satisfactorily addressed. It was moved by Dr. LaPerla-Morales and seconded by Dr. Ogle that this request be recommended to the NJPC. The motion carried.

### **B. Fairleigh Dickinson**

1. MS in Digital Marketing (52.1499) (previously submitted February 26, 2016)
  - First Readers: Rafael Castilla, Eastwick College  
Sue Henderson, New Jersey City University
  - Second Reader: Lori Vermeulen, Stockton University

Dr. Castilla summarized the re-submitted proposal. The resubmitted proposal contained verification of a consultant's site visit. Dr. Henderson stated that the recommended changes were made to the proposal. It was moved by Dr. Castilla, and seconded by Dr. Henderson that this request be recommended to the NJPC. The motion carried.

### **C. Monmouth University**

1. BA in Interdisciplinary Studies for Elementary Educators (13.1201) (Learning Outcomes and Assessments) (Previously reviewed 5-13-16)

First Reader: Sue Henderson, New Jersey State University

Second Reader: Nancy Becker, Caldwell University

Dr. Henderson summarized the resubmitted proposal. The resubmitted proposal contained the clarifications requested of the university. The proposal also contained learning outcomes and an assessment plan for the program. It was moved by Dr. Henderson, and seconded by Dr. Becker that this request be recommended to the NJPC. The motion carried.

#### **D. Rowan College at Burlington County**

1. Associate in Applied Science Degree in Paramedic Science (51.0904) (Previously reviewed 5-13-16)

First Reader: Basil Baltzis, NJIT

Second Reader: Nancy Becker, Caldwell University

Dr. Baltzis summarized the resubmitted proposal. The resubmitted proposal contained clarification of Rowan College's relationship with Virtua Health. The proposal also contained learning outcomes and an assessment plan for the program. It was moved by Dr. Baltzis, and seconded by Dr. Becker that this request be recommended to the NJPC. The motion carried. Roberta Harvey abstained.

#### **E. Revisions to the AIC Manual**

Dr. Henderson stated that the following updates have been made to the manual.

- Table of contents has been finalized (page 2)
- The current membership list has been updated (Appendix A)
- The dates for 2016-2017 meetings have been inserted (Appendix B)
- Updates have been made to the New Jersey Public and Independent Degree Granting Institutions By Mission/Degree Level chart (Appendix C)
- A new sample certificate has been inserted (Appendix J-4)

Roberta Harvey reported/suggested the following should be added to the Evaluation and Learning Outcomes Assessment Plan for the program section of the manual.

“Evidence should be provided that appropriate evaluation and learning outcomes assessment plans are in place to measure the effectiveness of the program. Present a concrete plan for evaluating the program in terms of curricular design, student achievement, program success, and stakeholder satisfaction, addressing the following:

- Program goals or objectives (broad statements of the purpose of the program in terms of what students will be prepared to do with the credential)
- Student learning goals (more specific statements of how the program is designed to deliver the program goals and what students will learn)
- Student learning outcomes (specific statements of how students will demonstrate their achievement of the student learning goals)
- Map of the curriculum identifying courses and other learning experiences designed to deliver the intended student learning outcomes
- Student learning outcomes assessment methods or tools (direct measures of student learning such as exams, term papers, projects, practicums, standardized

assessments, benchmarks, portfolios, etc.; indirect measures such as reflections, surveys)

- Program evaluation methods or tools (surveys, focus groups, job placement data, etc. that will measure student and employer satisfaction; program success data, including enrollment and completion rates, admission to graduate programs, job placement data, student participation in conferences, etc.)
- Sustainability of assessment and evaluation process (oversight and cycles for reporting, including department or college processes, institutional reporting, and accreditation if applicable)

The learning outcomes plan should be shown in the form of a table such as the following:

Program Goals	Student Learning Goals	Students Learning Outcomes	Courses or Other Points in the Curriculum Where Outcomes are Delivered	Assessment Methods or Tools
<b>Example 1: BS in Psychological Science</b>				
<b>Program Goal 1.</b> Produce graduates who are prepared to take ethical and social responsibility in a diverse world.	<b>Student Learning Goal 1.1.</b> Students will develop values that build community at local, national, and global levels.	<b>Student Learning Outcome 1.1.1.</b> Students will be able to explain how psychology can promote civic, social, and global outcomes that benefit others.	Social Psychology; Psychology of Profession and Practice; Field Experience.	<b>Indirect Measures:</b> Global Perspective Inventory  <b>Direct Measures:</b> Content exam Field experience evaluation
<b>Example 2: BS in Music Industry</b>				
<b>Program Goal 1.</b> Develop graduates with the requisite professional, entrepreneurial, and business skills to develop a career as a music industry professional.	<b>Student Learning Goal 1.1.</b> Students will learn how to write a business plan geared toward the music industry.	<b>Student Learning Outcome 1.1.1.</b> Students will demonstrate an ability to forecast the outcomes of their business plans.	Business of Music Industry II.	<b>Direct Measure:</b> Rubric-scored business plan

**Note:** This table is an example only, included in the appendix section of the manual. Other formats would be acceptable. Representative acceptable assessment learning outcomes' plans will also be included in the manual.

Describe who is responsible for oversight of the assessment and evaluation, including collection, analysis, and use of results to improve the curriculum. In the case of accredited programs, an explanation of how accreditation standards and processes inform the assessment plan should be provided.

After discussion, it was agreed that the list of elements to be included in this section would be presented as options. The intention is to avoid being overly prescriptive and to allow institutions to choose the mode of presentation and types of evidence as appropriate to the type of program and in accordance with their institutional assessment practices. It was also agreed that selected examples of assessment plans from successful program proposals should be included in an appendix with the

permission of the institution. The examples will be chosen to represent diverse program types and approaches to assessment methodology and will be annotated to highlight model language and formatting. Dr. Harvey and Dr. Becker will work together to identify these examples.

## **VII. New Business**

The meeting adjourned at 12:20 pm.

The next meeting date – Friday, September 30 – 10:00 am via conference call  
Conference call information – 800-501-8979 – use the access code 618-3000 when prompted.

**Proposal Submission Date – Friday, September 16**