**New Jersey Presidents’ Council**

**Academic Issues Committee**

April 9, 2021 10:00 a.m.

Zoom Link  [https://NJCU.zoom.us/j/92494570669?pwd=Z0hob2hQNXpDNzJyc0NrNzREMjJRUT09](https://njcu.zoom.us/j/92494570669?pwd=Z0hob2hQNXpDNzJyc0NrNzREMjJRUT09)

Meeting ID: 924 9457 0669, Passcode: 39653965

MINUTES

1. Call to Order / Roll Call

Present by Zoom:

Sue Henderson, AIC Chair – NJCU

Nurdan Aydin – NJCU

Marianne Vakalis – Berkeley College

David Stout – Brookdale Community College

Rafael Castilla – Eastwick College

Joseph Marbach – Georgian Court University

Jeff Toney – Kean University

Robert Schreyer – Mercer County Community College

Rekha Datta – Monmouth University

Joanne Cote-Bonanno – Montclair University

Basil Baltzis - NJIT

Deborah Preston – Raritan Valley Community College

Roberta Harvey – Rowan University

James (Jim) Burkley – Rutgers University

Jon Connolly – Sussex County Community College

Jennifer Palmgren – TCNJ

Jeffrey Osborn – TCNJ

Also present by Zoom:

Jennifer Fitzgerald – NJCU

Allison Samay – NJPC

1. Approval of Minutes of the February 12, 2021 Meeting

Dr. Baltzis moved for approval of the minutes of the February 12, 2021 meeting. The motion was seconded by Dr. Stout. Minutes were approved. Mr. Burkley abstained.

1. Report from the Chair

A subcommittee of the New Jersey Presidents’ Council (NJPC) is finalizing new regulations on recent legislation. A draft of the new regulations will be presented at the next

NJPC Executive Committee meeting. The AIC will explore holding an additional meeting in July to give institutions an opportunity to submit all programs already in the pipeline before new regulations take effect in September 2021.

1. New Programs
2. **Berkeley College**
	1. B.F.A. in 3D Digital Visualization, CIP 50.0401 or 50.0102

First Reader: Rekha Datta, Monmouth University

Second Reader: Rafael Castilla, Eastwick College

Dr. Datta stated the program will attract additional full time and part time faculty members with real world experience in this field of study as well as generate new opportunities for further collaboration with external partners. The program does not exceed mission and compliments the institution’s current offerings. A thorough market analysis and demand study were provided. All data that was presented point to a robust demand and strong enrollment probability. Included in the proposal are several no-objections letters. The proposal contains a carefully laid out rubric and core sequencing to guide the programmatic assessment and review. The program is within the overall college assessment plans which is systemic and comprehensive. Student learning outcomes are evaluated carefully and quantitatively. The consultant is well credentialed and presented a detailed report which met all AIC expectations. All recommendations made by the consultant were addressed by the institution adequately. Dr. Datta found the proposal to be well written and recommended it for approval to move forward to the Presidents’ Council. The second reader Dr. Castilla concurred with Dr. Datta and added the institution was very responsive to all recommendations. Dr. Castilla seconded the recommendation to move the proposal forward to the Presidents’ Council. The motion was carried. Dr. Vakalis recused.

1. **Eastwick College**
	1. A.A.S. in Paraprofessional Studies, Elementary Education, CIP 13.1501

First Reader: Joseph Marbach, Georgian Court University

Second Reader: David Stout, Brookdale Community College

Dr. Marbach stated the proposal is for a very specific program designed for the Orthodox community in Lakewood, NJ. Objectives are sound and clearly stated. Student learning outcomes are adequately articulated. There is a program review process in place that occurs quarterly, and then an annual report will be developed along with follow a follow up to develop the next set of quarterly goals for the program based on the current results. The program clearly fits within the institutional mission. Educational goals as well as the demand analysis are very convincing given the unique population of Lakewood, NJ. Learning outcomes identified are measurable. The program is very rigorous in terms of the resources to staff and provided services to the program. The institution pledged to provide sufficient resources which will be dedicated to the program. Budget information was not available, but the enrollment plan seems reasonable. Outreach was not articulated and could present a challenge in the future. Adequate facilities will be provided. Faculty will be credentialed and will be adequate upon arrival. Though the consultant does not have a terminal degree, they were qualified given the type of program this is. The consultant provided a thorough report to which the institution responded to appropriately. This is a strong program that is needed to meet the needs of a particular community. Dr. Marbach recommended the proposal for approval to move forward to the Presidents’ Council. The second reader Dr. Stout concurred with Dr. Marbach and added he also does not object to the consultant not having a terminal degree. Dr. Stout seconded the recommendation to move the proposal forward to the Presidents’ Council. The motion was carried. Dr. Castilla recused.

1. **New Jersey City University**
	1. B.S in Biochemistry, CIP 26.0202

First Reader: Basil Baltzis, New Jersey Institute of Technology

Second Reader: Deborah Preston, Raritan Valley Community College

Dr. Baltzis stated the institution’s faculty and administration realized there is a significant rise in the job outlook in the area of biochemistry. The program aligns with American Society of Biochemistry and Molecular Biology standards. Although the cover page mentions the institution will not seek accreditation the proposal mentions they will seek accreditation five years after initiation of the program. A unique feature of the program is it includes one program outcome that has to do with data science literacy with the understanding that the area of biochemistry is influenced by the notion of a large amount of data. Students will be encouraged to participate in research and internships so that they have hands on experience. The curriculum map is extremely good and indicates the connection between program goals and student learning outcomes. Additionally, the map indicates in what courses outcomes will be taught. The program assessment is very specific and detailed. The program aligns well with the institution’s strategic plan. Despite the fact that there are a number of programs in the state their uniqueness arises from the fact that they focus on serving the diverse population of the Jersey City and New York areas they have pretty well established standards so that students remain in the program. Market demand and analysis were sufficient. Enrollment is reasonable and facilities are very impressive. The consultant is extremely qualified and provided a thorough report which included recommendations based on their meeting with student. Responses to the consultant recommendations were adequate. Dr. Castilla recommended the proposal for approval to move forward to the Presidents’ Council. The second reader Dr. Preston concurred with Dr. Baltzis stating there were several areas of strength in the proposal. Dr. Preston seconded the recommendation to move the proposal forward to the Presidents’ Council. The motion was carried. Dr. Henderson and Dr. Aydin recused.

* 1. M.S. in Business Information Systems, CIP 11.0103; 11.0401; 52.1399

First Reader: James Burkley, Rutgers University

Second Reader: Robert Schreyer, Mercer County Community College

Mr. Burkley stated the proposal lists three CIP codes, but the state offices only permit one code per degree program. There are no articulation agreements with other institutions, but the consultant suggested one in the future. There is no accreditation for the program, although the school itself has accreditation. The program is designed to be a bridge between business and technology, as opposed to a pure computer science program. The evaluation and learning outcomes assessment plan are comprehensive. Learning outcomes are aligned with those specified by ABET. The curriculum alignment is detailed and shows courses aligned with each learning outcome. Learning outcomes will be assessed using a variety of direct and indirect assessment methods. Needs are well documented with bureau of Labor statistics estimates and the market demand in the region of New York City and New Jersey. The program is not unduly duplicative. No additional faculty needs are anticipated for the first year, but one full time faculty will be hired in year two and every year for the program subject to the program meeting the enrollment projections. The consultant is very well qualified and provided a strong enthusiastic report. Mr. Burkley recommended the proposal for approval to move forward to the Presidents’ Council. The second reader Dr. Schreyer concurred with Mr. Burkley and stated he found the proposal to be very well written and in line with the goals of the institution. Dr. Scheyer seconded the recommendation to move the proposal forward to the Presidents’ Council. The motion was carried. Dr. Henderson and Dr. Aydin recused.

1. **New Jersey Institute of Technology**
	1. B.S. in Data Science, CIP 30.7001

First Reader: Rafael Castilla, Eastwick College

Second Reader: Nurdan Aydin, New Jersey City University

Dr. Castilla stated the institution will not seek accreditation at this point, but it is mentioned later in the proposal that ABET may create standards for programs in data science. If this occurs, the institution will seek accreditation at that time. The scope of data science extends across the institution as their faculty are already engaged in multiple research. The program is co-managed by the Department of Computer Science, the Ying Wu College of Computing, and the Department of Mathematical Sciences. Students will apply to the college that offers the option in which they’re interested. A comprehensive assessment plan was presented. Program specific institutional student learning outcomes were articulated and included charts correlating program goals and assessment measures. A detailed curriculum map is also included. Various academic initiatives and expert opinions were used to justify the need for the program. The program is aligned with their strategic plan and they indicated that other programs in computer science and financial technology that they have may benefit from the new courses that will be created for these programs. The institution will draw on its comprehensive coursework, faculty, and library resources to offer the program. The consultant was highly qualified and performed a virtual site visit. All consultant recommendations were responded to adequately by the institution. The institution had no objections to this proposal and received nine letters of support. Overall this is a very strong proposal. Dr. Castilla recommended the proposal for approval to move forward to the Presidents’ Council. The second reader Dr. Aydin concurred with Dr. Castilla and added the program offers options from two different departments in separate colleges. However, the collaboration is evident within the program plans. The program evaluation assessment plans are written extremely well. Dr. Aydin seconded the recommendation to move the proposal forward to the Presidents’ Council. The motion was carried. The motion was carried. Dr. Baltzis recused.

1. **Rowan College of South Jersey**
	1. A.S. in Nutrition, CIP 19.0501

First Reader: Robert Schreyer, Mercer County Community College

Second Reader: Jeffrey Osborn, The College of New Jersey

Dr. Schreyer stated the objectives of the program seem clear and are focused on enabling students to transfer to a field of study and become a registered dietitian. Although the program is meant to represent the first two years of a bachelor’s program the skills gained in the core sciences should play more of a significant role in the assessment of the program as three of the four program learning outcomes are specifically embedded into content courses. They might be more robust if the outcomes were distributed across other related core courses. The proposal introduces the program review process in stating that the course assessments are conducted on a two year basis, but it only describes the program assessment as occurring between the Office of Academic Compliance and Student Learning Outcomes Committee. It appears the program review is directly related to the assessment of individual courses as opposed to a holistic program assessment. The program fits well within the institution’s strategic plan and education goals. Though the demand analysis and job outlook were not extensive, the creation of the pathway is reasonable and would be beneficial to students interested in this career pathway. There is little quantitative detail to help understand the expectations the institution has for the learning outcomes and program review. The curriculum is clearly defined, and faculty preparation seems accurate. The consultant was highly qualified and provided a through report with few concerns to which the institution responded appropriately to. Overall this is a great program, but there is concern with both assessing the program assessment and how the program assessment is taking right from the course into the full program assessment will ensure the program is on target over time. Dr. Schreyer recommended the proposal be moved forward to the Presidents’ Council and a request for clarification on program assessment be sent to the institution. The second reader Dr. Osborn concurred with Dr. Scheyer’s assessment and added while the assessment plan includes program goals and course outcomes it did not go into much detail. Dr. Osborn seconded the motion to move the proposal forward to the Presidents’ Council with a request for clarification on program assessment to be sent to the institution. The motion was carried. Dr. Harvey recused.

**Action:** The AIC would like for Rowan College of South Jersey to provide further detail and clarification of the program assessment to the AIC by Thursday, April 15, 2021.

1. **Stockton University**
	1. Master of Public Health, CIP 51.2201

First Reader: Roberta Harvey, Rowan University

Second Reader: Joseph Marbach, Georgian Court University

Dr. Harvey stated the program is a natural addition to the institution’s existing health profession offerings and is a strong fit within the institution’s mission. The proposal is very well presented and designed. Accreditation from the Council on Education for Public Health will be pursued. Graduates will be able to sit for both the National Board of Public Health Examiners exam to be certified in public health and the National Commission for Health Education Credentialing exam to be certified Health Education Specialist. Program objectives are aligned to the appropriate accreditation standards. Competencies and outcomes are clearly presented and the curriculum is thoroughly mapped to the learning outcomes assessment plan. Evidence of demand is presented by a Hanover market analysis. The consultant is well qualified and provided a substantive review in most areas as well as offered guidance and clarification regarding the accreditation process. The institution response to the consultant recommendations is cursory, but fully acknowledges the rationale. An objection letter from Rutgers University raises concerns regarding the program being unduly expensive and duplicative. The letter additionally raised concerns regarding the accuracy of the Hanover analysis. While the institution submitted a letter that addresses Rutgers University concern regarding cost of the program, the letter does not at all address the duplication concern or disputed evidence of projection demand. It is noted the consultant did not comment on the institution’s lack of response to the objection letter. The second reader Dr. Marbach concurred with Dr. Harvey stating the institution seemed to dismiss much of the concerns raised in the objection letter. The objection letter discusses factual errors in the Hanover report which must be addressed. Both Dr. Harvey and Dr. Marbach recommended the proposal not be forwarded to the Presidents’ Council and be returned to the institution.

ACTION: The AIC requests a more substantial response to the objections raised by Rutgers University, particularly regarding unnecessary duplication and the demand projections for the program be provided. The committee is especially interested in the rationale for future demand given the limits of the Hanover market analysis as indicated in the objection logged by Rutgers.

1. **William Paterson University**
	1. Master of Public Health, CIP 51.2201

First Reader: Jeffrey Osborn, The College of New Jersey

Second Reader: David Stout, Brookdale Community College

Dr. Osborn stated the program is squarely within the institution’s programmatic mission. The institution will seek accreditation from the Council on Education for Public Health. Objectives are aligned with the mission. The program will be fully online in terms of its delivery. The Council on Education for Public Health requires three years of outcome data for institutions that are seeking accreditation, and the institution has designed their assessment plans around their standards and criteria. Included in the proposal are distinct program goals and student learning outcomes that are linked to individual courses. A very direct and indirect method of assessment was provided, and included was a chart that shows the cycle of ongoing assessments that are planned for the entire program. The consultant was highly qualified and provided a very thorough report with a few recommendations to which the institution adequately responded. The proposal aligns with regard to the strategic plan of the institution. The institution cites state and regional data show that the percentage of public health jobs requiring a master’s degree is around 27%. Additionally, the institution cites the Bureau of Labor statistics data projecting higher than average job growth and these areas. The institution argues that although there are a number of Master of Public Health programs already in the State there are not enough of them to meet the current demand. Additionally, the institution argues that their program will be more affordable than many other projects. The institution indicates they have sufficient faculty and other resources in place to support the program. Rutgers University objected the proposal stating the program is unduly expensive and unduly duplicative. The institution adequately responded to both concerns Rutgers University listed stating they disagree and included a pretty reasonable and appropriate response to both concerns. Dr. Osborn recommended the proposal for approval to move forward to the Presidents’ Council. The second reader Dr. Stout concurred with Dr. Osborn and noted the consultant recommended the institution look outside the region for recruitment since the program is online. Dr. Stout is not concerned with the letter of objection given the institution’s response, and seconded the motion to move the proposal forward to the Presidents’ Council The motion was carried.

1. Other Action Items
2. **Rutgers Biomedical and Health Sciences**
	* + 1. Conversion of Option **from** M.S. in Clinical Laboratory, Cytopathology Option **to** M.S. in Diagnostic Cytopathology, CIP 51.1002

First Reader: Jeff Toney, Kean University

Second Reader: \*Marsha Pollard, Berkeley College

Dr. Toney stated the proposal is very straight forward and well written. The rationale for converting from an option to a full master’s degree is that the new curriculum is aligned with new standards of accreditation from their professional accreditor. Only 21 similar programs exist across the United States, so there is no reason to be concerned about duplication. The standalone program is 49 credits and offered in hybrid format. The institution also offers a post professional degree at 35 credits. Admission standards are clear. Dr. Toney recommended the proposal for approval to move forward to the Presidents’ Council. The second reader \*Dr. Vakalis concurred with Dr. Toney and noted this will be the only program like this located in New Jersey. It is noted the institution requested a waiver from the consultant and completed all necessary questions related to the waiver. Dr. Vakalis seconded the motion to move the proposal forward to the Presidents’ Council The motion was carried. Mr. Burkley recused.

VI. For Your Information

1. **Berkeley College**
	* + - New Program Option, M.B.A. in Management, Concentration in Accounting, CIP 52.0301
2. **Camden County College**
	* + - Termination of Certificate in Emergency and Disaster Management, CIP 43.0199
3. **Kean University**
	* + - Nomenclature change **from** B.S. Community Health Education **to** B.S. Public Health, CIP 51.2208
			- New Post Masters Advanced Certificate in Bilingual Speech Language Pathology, CIP 16.0105
			- Two New Program Options
				* B.S. in Computer Science, 5-Year M.S. in Computer Information Systems Option, CIP 11.0101
				* B.S. in Information Technology, 5-Year M.S. Computer Information Systems Option, CIP 11.0901
4. **Monmouth University**
* New Graduate Endorsement, Teacher Leadership, CIP 13.0101
* Shelving of Human Resources Management and Communication Graduate Certificate, CIP 52.1099
1. **Montclair State University**
	* + - New Undergraduate Certificate in Game Development, CIP 11.0804
2. **New Jersey City University**
	* + - New Graduate Certificate in STEM Education, CIP 13.1213
			- Two New Specializations
				* M.M. in Performance with Specialization in Multi-Style Strings, CIP 50.0903
				* M.B.A. with Specialization in Business Analytics, CIP 30.7102
3. **New Jersey Institute of Technology**
	* + - Five New Graduate Certificates
				* Graduate Certificate in Digitally Augmented Architecture, CIP 04.0902
				* Graduate Certificate in Geotechnical Engineering, CIP 14.0802
				* Graduate Certificate in Real Estate Design and Development, CIP 30.3301
				* Graduate Certificate in Structural Engineering, CIP 14.0803
				* Graduate Certificate in Sustainable Building Design, CIP 04.0902
4. **Ramapo College of New Jersey**
	* + - New Minor in Entrepreneurship, CIP 52.0701
			- Concentration Nomenclature Change **from** Integrated Science Studies Concentration in Business Administration **to** Integrated Science Studies Concentration in Business Studies, CIP 30.0101
5. **Rowan College of South Jersey**
	* + - Two New Certificate of Achievements
				* Certificate of Achievement in Electrical Engineering, CIP 14.0101
				* Certificate of Achievement in Surveying Engineering Technologies, CIP 15.0201
6. **Rowan University**
	* + - Two Nomenclature Changes
				* **From** Bachelor of Science in Nutrition & Exercise Science **to** Bachelor of Science in Nutrition, CIP 51.3101
				* **From** Certificate of Graduate Study in Computational Data Analytics **to** Certificate of Graduate Study in Computational Data Science, CIP 11.0802
			- Four New Program Options
				* Concentration in Data Analytics within the Master of Business Administration, CIP 52.1301
				* Concentration in Organizational Leadership within the Master of Business Administration, CIP 52.0213
				* Concentration in Engineering Education within the Ph.D. in Engineering, CIP 14.9999
				* Minor in Business Analytics, CIP 52.1301
			- New Certificate of Graduate Study in Data Analytics, CIP 52.1301
			- Six New Certificates of Undergraduate Study
				* Certificate of Undergraduate Study in Water Resources Engineering, CIP 14.0805
				* Certificate of Undergraduate Study in Transportation Engineering, CIP 14.0804
				* Certificate of Undergraduate Study in Environmental Engineering, CIP 14.1401
				* Certificate of Undergraduate Study in Geotechnical Engineering, CIP 14.0802
				* Certificate of Undergraduate Study in Holistic Nursing Practice, CIP 51.3818
				* Certificate of Undergraduate Study in eSports Management, CIP 31.0504
			- Termination of Certificate of Graduate Study in Web Development, CIP 11.0801
7. **Rutgers University – New Brunswick**
	* + - Change of Credit Requirements for Master of Labor and Employment Relations, CIP 52.1001
* Two CIP Code Changes
	+ M.Phil. in Communication, Information, and Media **from** CIP 25.0101 **to** CIP 11.0401
	+ Ph.D. in Communication, Information, and Media **from** CIP 25.0101 **to** CIP 11.0401
1. **Stockton University**
	* + - Nomenclature Change **from** Hospitality and Tourism Management Studies **to**  Hospitality, Tourism and Event Management Studies, CIP 52.0901
			- New Accelerated Dual Degree: B.S. in Hospitality, Tourism and Event Management Studies, CIP 52.0901 and M.B.A., CIP 52.0201
			- Five New M.B.A. Concentrations, CIP 52.0201
				* Financial Forensic Investigation
				* Marketing
				* Finance
				* Business Analytics
				* Hospitality, Tourism and Event Management Studies
2. **The College of New Jersey**
	* + - Nomenclature Change **from** Certificate in Data Analytics **to** Certificate in Business Analytics, CIP 52.0201
			- New Graduate Certificate in Wellness Coaching, CIP 51.0001
3. **Union County College**
	* + - Nomenclature Change **from** Audio Production Certificate **to** Entertainment Technology, Certificate, CIP 10.0203
4. Old Business
5. **Rowan College of South Jersey**
	* + 1. A.A.S. in Advanced and Continuous Studies, CIP 24.0101 (previously submitted on 11/6/2020)

First Reader: Jon Connolly, Sussex County Community College

Second Reader: \*Marsha Pollard, Berkeley College

Dr. Connolly stated the program was resubmitted with a letter that provided a narrative paragraph in response to each concern. While most concerns were responded to adequately, the response to “consider splitting the program into two separate programs” was not appropriately addressed. The institution disagrees with the assessment that the proposal should be divided into two under the rationale similar programs were already approved by the AIC, thus this proposal should be approved as well. This reflects the institution belief that the precedent is more important than the AIC review processes for academic quality. If there is a 3+1 involving two institutions and the university entity already has one of the programs in existence, that portion of the 3+1 does not need to be reviewed, but a new degree program like Advanced and Continuous Studies A.A.S. and Survey Engineering is a brand new program to the institution awarding the degree. When a student leaves almost all courses they take will be specialized courses much like the program is a stackable credential. This proposal is for Advanced and Continuous Studies in Survey Engineering not a standalone Advanced and Continuous Studies A.A.S. Students can leave with the second associate degree and have an industry value credential. Additionally, students will be able to obtain a credential in both fields. Therefore, the proposal contains two separate programs that require a full review which includes a peer review by an expert consultant. The second reader \*Dr. Vakalis concurred with Dr. Connolly and stated the institution responded appropriately to the previous concerns except the concerns regarding the consultant and splitting the proposal into two programs. The AIC agreed if the institution would like to send something back that is more generic and doesn’t require the level of discipline expertise as previously mentioned, the program should be written with 300-level electives. Both Dr. Connolly and Dr. Vakalis recommended the proposal not be forwarded to the Presidents’ Council and be returned to the institution. Dr. Harvey recused.

Action: The AIC agreed that the proposal be returned with the suggestion one of the following courses of action be taken:

**Action 1**: If the program remains with specialized courses:

1. Separate the proposal into two different degree programs.
2. Have a new consultant qualified in nursing and a new consultant qualified in survey engineering review the respective program.

**OR**

**Action 2**: If a more generic program that doesn’t require a level of expertise is desired:

1. Change specialized courses to 300-level electives.
2. **3+1 Programs - New Legislation Impact**

Recent new legislation will possibly impact the role the AIC has in reviewing 3+1 programs. The NJPC will be presented with the current information the AIC put together and clarify the interpretation of new legislation is accurate.

1. New Business
2. **New Legislation**

The latest draft is going to the NJPC Executive Committee for review. Afterward, the subcommittee will review the draft again, before it goes to the NJPC for a final review.

1. **AIC Manual Change - Amendment of CIP Codes**

The proposal is to modify Section III. Changes to Academic Degree and Certificate Offerings Requiring Academic Issues Committee Notification by creating a subsection: "Adding or changing the CIP code(s) of an existing program."

If an institution wants to add or change the CIP code(s) of an existing academic program, it should submit a justification letter. A letter should come from the Academic Affairs (Provost's Office) and state the existing CIP Code(s) with their field descriptions. The Program Degree map should be attached as an Appendix.

The issue regarding CIP code changes was resolved and will not go into the manual. Further discussion is required regarding proposals that contain more than one CIP code. As of now OSHE only accepts one CIP code per program.