

New Jersey Presidents' Council
Academic Issues Committee
February 25, 2022 10:00 a.m.

Zoom Link: <https://NJCU.zoom.us/j/96896669761?pwd=dWxnTnlVTThrOWNseXo4RFpOTm85UT09>

Meeting ID: 968 9666 9761, Passcode: 58939343

MINUTES

I. Call to Order / Roll Call

President Sue Henderson, AIC Chair – NJCU
Nurdan Aydin – NJCU
Dana Heimlich – Berkley College
David Stout – Brookdale Community College
Matthew Whelan – Caldwell University
Rafael Castilla – Eastwick College
David Birdsell – Kean University
Joy Moskovitz – Kean University
Robert Schreyer – Mercer County Community College
Linda Scherr – Middlesex County College
Pamela Scott-Johnson – Monmouth University
Kimberly Hollister – Montclair University
Joanne Cote-Bonanno – Montclair University
Basil Baltzis – NJIT
Deborah Preston – Raritan Valley Community College
Roberta Harvey – Rowan University
David A. Wolcott – Rutgers University
Jon Connolly – Sussex County Community College
Jennifer Palmgren– TCNJ
Jeffery Osborn – TCNJ

Also present by Zoom:

Allison Samay – NJPC
Eric Taylor – OSHE
Lori Harris-Ransom – OSHE
Donna Rogalski – OSHE
Zaneb Ghanem - OSHE

II. Approval of Minutes of the January 21, 2022 Meeting

Dr. Wolcott moved for approval of the minutes of the January 21, 2021 meeting. Dr. Aydin seconded the motion. The minutes were approved.

III. Report from the Chair

IV. For Your Information

A. Atlantic Cape Community College

- Termination of Office Systems Technology, A.A.S, CIP 52.0401

B. Caldwell University

- New Option, M.S.N. in Population Health, Palliative Care

C. New Jersey Institute of Technology

- New Master's level Graduate Certificate in Polymer Science and Engineering, CIP 14.3201
- Termination of Master's level Graduate Certificate in Polymers and Plastics, CIP 14.3201

D. Rowan University

- Two New Program Options
 - Concentration in Cannabis Commercialization within the Master of Business Administration, CIP 52.0701
 - Concentration in Directing within the B.A. in Theater, CIP 50.0507
- Three New Undergraduate Certificates
 - Certificate of Undergraduate Study in the Internet of Things, CIP 11.0901
 - Certificate of Undergraduate Study in Spanish for Health Professions, CIP 16.0905
 - Certificate of Undergraduate Study in Jazz Performance, CIP 50.0910
- Four New Graduate Certificates
 - Certificate of Graduate Study in International Crisis Management and Security, CIP 43.0302
 - Certificate of Graduate Study in Supply Chain & Logistical Systems, CIP 52.0203
 - Certificate of Graduate Study in Cannabis Commercialization, CIP 52.0701
 - Certificate of Graduate Study in Assessment and Social Control of Legalized Cannabis, CIP 52.1003

V. Old Business

A. Caldwell University

1. B.S. in Business Analytics, CIP 30.7102 (previously submitted 12/3/2021)
First Reader: David Birdsell, Kean University
Second Reader: Robert Schreyer, Mercer County Community College

Dr. Birdsell indicated that the consultant report was updated, and the modified program proposal includes the qualifications and salary range of new faculty who will be hired. Although the expenses were adjusted for the first year, the salary cost was not integrated into the subsequent years. He also stated that regional-specific employment data is from Pennsylvania and New York, but not New Jersey. He expressed his concern about not sharing the relevant data due to the proprietary nature of the data source. Dr. Schreyer did

not have anything additional to add to Dr. Birdsell's comments and felt that the proprietary data concern might hold back the approval of the programs in the future. The reviewers agreed that institutions might consider 3rd party data sharing-related issues in advance. The first reader recommended the program to move forward, and Dr. Schreyer seconded the motion. None opposed the proposal. Dr. Whelan was recused.

2. B.S. in Exercise Science, CIP 31.0505 (previously submitted 12/3/2021)

First Reader: Roberta Harvey, Rowan University

Second Reader: David Stout, Brookdale Community College

Dr. Harvey stated that the modified version of the proposal contains several updates, including program learning outcomes consisting of additional narrative information, rubric scoring, and performance targets for the assessment tools, such as term papers and observations of client interactions. She emphasized that the consultant report was only about recommendations to the proposal and not the program itself. Dr. Harvey expressed concerns about the program due to a lack of evidence on the learning objectives and outcomes. Dr. Stout, however, stated that he believes that Caldwell University did what they were asked to do based on the previous review. Dr. Harvey agreed that the report, recommendation, and institutional response nominally met the reviewers' requests. Then, she recommended that the program to move forward with collegial advice on improving learning objectives and outcomes. Dr. Stout seconded the recommendation. None opposed the recommendation. Dr. Whelan was recused.

B. AIC Manual Review

The revised AIC Manual will be brought to the President's Council on March 14, 2022 for final approval. Eric Taylor (OSHE) stated that institutions will use the updated manual going forward with no exceptions. On behalf of the AIC working group, Dr. Rogalski (OSHE) presented the six key areas that were addressed within this updated version of the AIC Manual, and they are as follows:

1. The working group recommended removing waivers to forgo consultants for converting a program option or concentration to full program status. Dr. Connolly, Dr. Wolcott, and Dr. Hollister had concerns that this process may be a burden for institutions and delay program approvals, especially those that were already in development. Dr. Rogalski and Dr. Harvey highlighted that a consultant should be a part of the process because of the new standards and requirements to create a new degree program. It was determined that institutions will undergo a complete review process-i.e., no particular approval pathway for converting from concentration or option to a new program. The relevant language in the manual will be tightened up for clarity.
2. It was recommended that the changing degree designation process have a form for institutions to complete to determine if it will undergo the new academic degree program process or if it will be an FYI. If it was determined that there is a change of 25% or more to the program, then it will be subjected to the new academic program review.

3. It was recommended that the **program announcement** will include the following:

- a) A detailed cover letter using the provided template that has an introduction and addresses the four standards:
 - Sufficient Academic Quality
 - Sufficient Labor Market Demand
 - Duplication with Comparable Programs
 - Additional State Resources
- b) A cover page
- c) A brief two-page summary of the program

There was a discussion on formatting in which several members requested a standardized word count, font size, font type to be added to the manual for clarity and uniformity. More specific details will follow.

4. **New Program Proposal:** A new fillable form will be used to propose new programs where consultants can add their own recommendations. Tables and charts can be added directly into the document or added as appendices. A modified checklist was also added to ensure a proposal was complete before submission.

Program proposals may also include an exceeding programmatic mission form and/or 3+1 bridge program-related documents. These forms will be available after approval by the President's Council on March 14, 2022.

5. It was recommended that the consultant evaluation document correlate with the institution's new academic degree program proposal. A fillable form was created to provide for consultants to use. There was a recommendation from several AIC members to tighten up the language used for the sections in which consultants write their justification for choosing what they reviewed to be sufficient or not sufficient.

6. A fillable exceeding programmatic mission form and a formalized revised process to include AIC reviewer's contributions.

The exceeding programmatic mission form consists of eight criteria:

- a) Objectives of the proposed program
- b) Relationship of the proposed program to the current institutional mission and the statewide plan for higher education
- c) The need/demand for the program
- d) The effect of the proposed program on existing programs at other institutions
- e) The dedication of sufficient resources to implement and maintain the program without eroding the quality of ongoing programs
- f) Evidence of appropriately qualified students, faculty, and administrators
- g) The quality of library holdings, facilities, and equipment

- h) Evidence of strength compared with similar programs in the region and state

Future Plans: Zaneb Ghanem (OSHE) discussed the status of new OSHE website, which will launch in or around May 2022. The fillable forms discussed will be available on the AIC website for easy access when approved. There will also be a way to convert the inventory of programs into an excel spreadsheet for easier AIC review.

Dr. Rogalski and Dr. Aydin are working on virtual workshops and training for institutions to use the updated version of the AIC Manual effectively. The April 8 AIC meeting will be used as a training session on being a reviewer and showcase some sample reviewer forms. The final decision was that the AIC Manual will be edited, updated, and distributed to AIC members, and they will have two days to respond.

VI. New Business