

**CSCC**  
**Minutes of October 22, 2014**

**Attendance:** Carol Wells, Simone Smith, Ed Conjura , Katherine Perrotta, Susan Ryan, Margaret Martinetti, Angela Chong, Jim Spencer, Kevin Kim.

**Excused:** Deanna Harkel

**1. Minutes** – Minutes of October 1, 2014 were approved.

**2. Undergraduate Certificate Program** –

a. **Subcommittee Report:** Susan, Angela and Kevin reported on their research regarding Certificate programs at other colleges/universities.

Susan reported on programs at Stockton, Montclair, U of Santa Cruz, U of Missouri, and SUNY Brockport and distributed a handout with information on each one. She noted that Mercer County Community College and Princeton University were not on the list because their certificate programs are all academic-based (no co-curricular elements). Susan noted that all 5 of the programs she reported on are Leadership certificate/programs. She wasn't able to find examples of Certificate programs in other areas.

Angela distributed information regarding a draft of the proposed TCNJ Leadership program and more details on the programs that Susan found.

b. **Discussion:**

- i. We discussed what kinds of possible certificate programs might be proposed and what they might look like (Allied Health, Nutrition, etc.) in order to explore what a review process might need to contain.
- ii. We examined the information that Susan and Angela shared from their research on other colleges' certificate programs (tier elements, points systems, etc.)
- iii. We discussed the importance of the proposed TCNJ Certificate Programs addressing TCNJ's Signature Experiences in some way.
- iv. We drafted a list of ideas of what might be required in a TCNJ Certificate Program Proposal:
  1. Participation requirements (minimal requirements/eligibility requirements)
  2. Learning Outcomes – Must address one or more of TCNJ's Signature Experiences
  3. Assessment Plan
  4. Management/Oversight Plans – Verification process, coordination of program, tracking system, etc.

Respectfully submitted by Jody Eberly on October 29, 2014

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5. Resources – Human or otherwise
6. Learning Plan/Activities – list of the co-curricular engagement plans

c. **Next Steps:** Angela will draft a document that reflects the above 6 requirements and share it electronically with CSCC. The Subcommittee will then meet with CAP to share CSCC's ideas/plans to see if they are congruent with what CAP is planning.