Committee on Academic Programs 2016-17

Karen Clark and Manish Paliwal, co-Chairs

During the 2016-17 academic year CAP worked on several issues, which are briefly described individually below.

**Transfer Credit Policy for RN to BSN Program**

CAP reviewed a proposed change in the transfer credit policy for students in the RN to BSN program. CAP’s final recommendation was that the policy should be amended to allow accepting up to 30 credits from accredited Diploma Schools. CAP did not recommend increasing the maximum number of allowable credits from a community college or junior college. The committee determined that all affected units had been consulted.

**Student Complaint Policy**

CAP reviewed existing student complaint policies and developed a single revised policy for graduate and undergraduate academic complaints. This policy articulates the procedure by which students may pursue academic complaints other than grade complaints, complaints of discrimination, and academic integrity appeals.

**Change of Major Policy**

CAP created a new Change of Major policy, in order to set clear and consistent standards for academic departments and programs to admit internal transfer students. The policy aims to balance the need for TCNJ students to easily transfer between majors, while ensuring that they are prepared to succeed in their new major.

**Advising Agreement**

CAP reviewed the Advising Policy that had been approved during the previous academic year, and recommended modification to the Advising Agreement that was an attachment to the advising policy. This included removing a faculty signature, and minor changes in wording to clarify that the agreement was undergraduate-specific, and to clarify student responsibilities.

**Secondary Education Undergraduate Course sequence and Program in Education of Deaf and Hard of Hearing required major courses**

CAP reviewed proposed revisions to the Secondary Education and Deaf and Hard of Hearing curricula. CAP determined that the proposed changes were consistent with the College’s mission. After requesting and receiving supporting emails from units that are affected by these changes CAP approved the proposed revisions to the Secondary Education and Deaf and Hard of Hearing curricula.

**Policy on Learning Assistants**

CAP determined that a new policy was needed on the use of learning assistants, and developed a Preliminary Recommendation for the new policy. As testimony from the campus community was not solicited on this recommendation before the semester ended, it is not a Final Recommendation, and CAP will need to continue this work in the Fall 2017 semester.

**Double Counting Exception for Environmental Sustainability Education Minor and iSTEM major**

CAP determined that a double counting exception should be granted for students pursuing an iSTEM major and Environmental Sustainability Education Minor, that is students majoring in iSTEM and minoring in Environmental Sustainability should be permitted to count two courses towards both the major and minor.

Furthermore, CAP determined that the policy Types of Majors and Minors Defined should be amended to include a definition of Interdisciplinary Minors. CAP was not able to complete the amendments to this policy or to solicit testimony. Therefore, CAP will need to continue the work on this part of the charge in the Fall 2017 semester.

**Cross-Listing of Courses Policy**

CAP reviewed the Cross Listing of Courses Policy, which had not been updated since 1999, and updated the policy to bring it in line with current practice. The policy was also reorganized for presentation clarity.

**Bulletin Year of Record Policy**

CAP reviewed the Bulletin Year for Change of Major Policy, which had not been updated since 1990, and updated the policy to bring it in line with current practice.

**Minor in Information Systems Technology**

CAP determined that the proposed minor in Information Systems and Technology is consistent with the mission of the College. Furthermore, the committee determined that the departments of Computer Science and Interactive Multimedia should be informed of this proposal for a new minor, and informed them of the proposal. With this, CAP approved the proposed minor in Information Systems Technology.

**Major in Speech Pathology**

CAP determined that the proposed undergraduate Major in Speech-Language Pathology and Audiology Proposal is consistent with the mission of the College. Furthermore, the committee determined that all affected units had been consulted. As such, CAP approved the proposed undergraduate Major in Speech-Language Pathology and Audiology Proposal.

**Academic Integrity Procedural Standards**

CAP reviewed the relevant language in Section III of the Academic Integrity Procedural Standards to determine whether the language should be changed to improve clarity. CAP determined that the language in the Academic Integrity Procedural Standards did not need revision, and that the existing language in the document is satisfactory.

**Masters Program in Public Health**

CAP determined that the proposed Master of Public Health program is consistent with the mission of the College. CAP was also charged with determining whether there are any units that might be affected by the proposal that had not been consulted. In response to feedback from CAP, the proposal was slightly revised, and with this proposal revision and CAP’s notification of two department chairs, the committee approved the proposed Master of Public Health program.