

ACADEMIC PROGRAMS AND PLANNING COMMITTEE  
FINAL REPORT  
2016 - 2017 ACADEMIC YEAR

| <b>Faculty Members</b> |   |
|------------------------|---|
| Douglas Harvey         | Chair (2016-2018)                                     |
| John Bulevich          | Vice Chair (2016-2017)                                |
| Joe'l Ludovich         | ARHU (2015-2017)                                      |
| Kerrin Wolf            | BUSN (2015-2017)                                      |
| Susan Cydis            | EDUC (2015-2017)                                      |
| Judy Copeland          | GENS (2015-2017)                                      |
| Maya Lewis             | Graduate Studies (2015-2017) and Union representative |
| Manish Madan           | Graduate Studies (2015-2017)                          |
| Margaret (Peg) Slusser | HLTH (2015-2017)                                      |
| Eric Jeitner           | Library (2016-2017)                                   |
| Susanne Moskalski      | NAMS (2015-2017)                                      |
| Lisa Cox               | SOBL (2015-2017)                                      |

| <b>Ex Officio Members</b> |  |
|---------------------------|--|
| Carra Hood                | Assistant Provost (Provost designee)       |
| Amy Beth Glass            | Director of Graduate Enrollment Management |
| Theresa Bartolotta        | Dean of HLTH (Provost appointee)           |

| <b>Non-Voting Student Liaisons</b> |                  |
|------------------------------------|------------------|
| Charlotte Phillips-Clarke          | Graduate student |
| To Be Appointed                    | Undergraduate    |

Meeting Dates: 9/28/16, 10/27/16, 12/8/16, 1/26/17, 3/23/17, 4/27/17

## I. Proposals - Programs

### A. *Minor in Disability Studies*

Reviewed by the Committee twice at the 9/28/16 and 10/27/16 meetings. Feedback provided regarding clarification of faculty support, active courses, budget, and enrollment by the Committee. Feedback was followed and the proposal was approved with revisions and instructions to the Chair that we make no recommendation regarding the creation of a faculty line. Passed by a vote of 9 -2 in favor at the 10/27/16 meeting and forwarded to the Senate.

### B. *Master of Arts in Counseling Psychology*

Reviewed by the Committee twice at the 10/27/16 and 12/8/16 meetings. Feedback provided regarding accreditation, clarification of differences from the Master of Social Work program, and placement of students for fieldwork. A revised proposal was

approved and passed by a vote of 9-0 in favor at the 12/8/16 meeting, and forwarded to the Senate.

### *C. Doctor of Nursing Practice*

Reviewed by the Committee twice at the 12/8/16 and 1/26/17 meetings. Feedback provided regarding use of adjunct faculty, field placements, and reliance of overload teaching by the Committee. A revised proposal was approved and passed by a vote of 9-0 in favor at the 1/26/17 meeting, and forwarded to the Senate.

### *D. Bachelor of Science in Computer Science/Bachelor of Science in Computer Information Systems*

Proposal to convert the Computer Science and Information Systems major into two separate majors was reviewed by the Committee twice at the 2/23/17 and 3/26/17 meetings. Feedback provided regarding administrative support, program coordinators, and enrollments. A revised proposal was approved and passed by a vote of 6-1 in favor at the 3/26/17 meeting, and forwarded to the Senate.

## II. Proposals – Concentrations

### *A. Pre-Nursing Concentration*

Proposal for a new concentration in Health Sciences was reviewed at the 9/28/16 meeting. The Committee had questions regarding the impact of the concentration for the Chemistry and Biology courses that would be required. The proposal was approved and passed by a vote of 11-0 in favor, and forwarded to the Senate.

### *B. Pre-Physician Assistant Concentration*

Proposal for a new concentration in Health Sciences was reviewed at the 9/28/16 meeting. The Committee had questions regarding the impact of the concentration for the Chemistry and Biology courses that would be required. The proposal was approved and passed by a vote of 11-0 in favor, and forwarded to the Senate.

### *C. Visual Arts K-12 Certification Concentration*

Proposal for a new concentration in Education leading to a teaching certification in visual arts was reviewed at the 1/26/17 meeting. The Committee discussed the At Some Distance course requirements and the potential for limiting student course choices. The proposal was approved and passed by a vote of 10-0 in favor, and forwarded to the Senate.

### *D. Early Childhood Education Concentration*

Proposal for a new concentration in Education leading to a teaching certification in early

childhood education for teaching in pre-school to grade three was reviewed at the 2/23/17 meeting. The Committee voiced concerns regarding the courses required and the impact on supporting programs, and discussed concerns about the short time frame for turnaround being asked for in the proposal. The proposal was approved for forwarding to the Senate on the condition that the proposers work with Chair to address the changes discussed. The proposal was passed by a vote of 6-0 in favor, and forwarded to the Senate.

### III. Closure of Program Notifications

#### *A. Closure of Public Health Program*

Committee was presented with a memo specifying the closing of the Public Health program at the 10/27/16 meeting. Accepted by the Committee and forward to the Senate.

### IV. Informational Items

#### *A. E-Portfolio Courses*

The Committee was presented with a series of 1-credit courses designed to support the voluntary creation of e-portfolios by students. The Committee asked questions regarding how courses would count towards graduation requirements, the impact of the courses on scheduling, enrollment caps, faculty coverage of courses, and course formats.

### V. Committee Business

#### *A. Proposal Deadlines*

Concerns were expressed throughout the year that proposals were being added to the meeting agendas beyond the deadline of two weeks prior to the Committee meeting. While it is the case that the Chair has discretion to allow late proposals in certain circumstances, it appears that allowance for late proposals has become expected among proposal writers. The Committee requests looking into a system similar to that used by the GENS convener that does not allow a meeting date to be selected that is less than two weeks out, and that would reinforce the deadline being followed. The Chair will discuss with the Senate leadership for next academic year.

#### *B. Documentation of Consultation with Other Programs*

The Committee raised concerns that proposals were coming in without proof of consultation with other programs that may be impacted. In some situations, it might not be impacting programs significantly, and the Committee does not wish to create too much additional burden on proposers. A mechanism in the procedure should be instituted that ensures all programs be notified ahead of a proposal coming before the Committee. An email or website announcement of proposals was suggested. Creation of an online

proposal form that automatically notifies program coordinators/directors was also put forward. Another idea was that proposers should be required to identify and reach out to other impacted programs prior to submission. The Committee felt that a combination of methods might be considered. The Chair will discuss with the Senate leadership for next academic year.

#### *C. Page Limit for Written Portion*

The Committee suggests that proposers be cognizant of the length of proposals. It was suggested that 10 - 12 pages of narrative and rationale, with appendices for data, be the standard followed for proposals.

#### *D. Definitions for Proposal Formats*

The Committee urges that the Senate leadership seek clarify with the administration as to the differences between terminologies - what is a major, minor, concentration, etc. – and codify this for proposers. Example proposals should be provided to the faculty for each type.

#### *E. Close the loop*

The Committee would like communication from further down the chain as to what happens to proposals after they leave the committee. A mechanism for such communication should be established such that the Committee is regularly updated as to the status of proposals it sends forward.

#### *F. Research data*

As long as it is possible, the program proposal writing process should be strengthened by using Hanover Research to gather data for labor market and enrollment projections. While not strictly necessary for the committee's review, having such data makes it easier to review the proposal. It is the understanding of the Committee that one month notice is required to get on the queue for Hanover Research to conduct such studies.

### VII. Academic Year 2017-2018

#### *A. Chair*

Douglas Harvey will remain as Chair for the next academic year.

#### *B. Elections*

Manish Madan and Michael Seda were elected to serve for 2017-2019 as the At-Large Graduate Studies Representatives by vote of the University faculty.

Susan Cydis was re-elected to serve for 2017-2019 as the EDUC representative by vote of the School of Education faculty.

Judy Copeland was re-elected to serve for 2017-2019 as the GENS representative by vote of the School of General Studies faculty.

Jiajin Chen was elected to serve for 2017-2019 as the BUSN representative by vote of the School of Business faculty.

Mary Padden was elected to serve for 2017-2019 as the HLTH representative by vote of the School of Health Sciences faculty.

All other representatives will be elected or appointed before the first meeting of the 2017-2018 academic year in September.

| <b>Faculty Members</b>             |                              |
|------------------------------------|------------------------------|
| Douglas Harvey                     | Chair (2016-2018)            |
| To Be Appointed                    | Vice Chair (2017-2018)       |
| To Be Appointed                    | ARHU (2017-2019)             |
| Jiajin (Sandy) Chen                | BUSN (2017-2019)             |
| Susan Cydis                        | EDUC (2017-2019)             |
| Judy Copeland                      | GENS (2017-2019)             |
| Michael Seda                       | Graduate Studies (2017-2019) |
| Manish Madan                       | Graduate Studies (2017-2019) |
| Mary Padden                        | HLTH (2017-2019)             |
| To Be Appointed                    | Library (2017-2019)          |
| To Be Appointed                    | NAMS (2017-2019)             |
| To Be Appointed                    | SOBL (2017-2019)             |
| <b>Ex Officio Members</b>          |                              |
| To Be Appointed                    | (Provost designee)           |
| To Be Appointed                    |                              |
| To Be Appointed                    | (Provost appointee)          |
| <b>Non-Voting Student Liaisons</b> |                              |
| To Be Appointed                    | Graduate student             |
| To Be Appointed                    | Undergraduate                |

### *C. Acknowledgements*

The Chair would like to express gratitude to the Committee members who are finishing their terms. The following members have served the faculty of Stockton University well, and are acknowledged for their time and dedication to the work of the Committee on behalf of their colleagues:

John Bulevich

Judy Copeland  
Lisa Cox  
Susan Cydis  
Eric Jeitner  
Joe'l Ludovich  
Maya Lewis  
Manish Madan  
Susanne Moskalski  
Margaret Slusser  
Kerrin Wolf

The Chair would also like to acknowledge the service of the ex-officio members to the Committee this past year, who were Assistant Provost Carra Hood, Director of Graduate Enrollment AmyBeth Glass, and Dean of Health Sciences Theresa Bartolotta. Each provided valuable insights and perspectives to the discussions and deliberations of the Committee.

In addition the Chair thanks Charlotte Phillips-Clarke for serving as the Graduate Student Representative, and for attending every meeting of the Committee. Her dedication and contributions were greatly appreciated.