

ACADEMIC PROGRAMS AND PLANNING COMMITTEE  
FINAL REPORT  
2014-2015 ACADEMIC YEAR

*Faculty Members*

Victoria Schindler	Chair (2014-2016)
Bill Reynolds	Vice Chair (2014-2015)
Jeremy Newman	ARHU (2013-2015)
Diane Holtzman	BUSN (2013-2015)
Susan Cydis	EDUC (2013-2015)
Wondi Geremew	GENS (2013-2015)
Joshua Duntley	Graduate Studies (2013-2015)
Priti Haria	Graduate Studies (2013-2015) and Union representative
Marjorie Taylor	HLTH (2013-2015) (Resigned and replaced by Margaret Slusser)
Kerry Chang-FitzGibbon	Library (2013-2015)
Earl Benjamin	NAMS (2013-2015)
Bill Reynolds	SOBL (2013-2015)

*Ex Officio Members*

Claudine Keenan	Dean of EDUC (Provost designee)
Lew Leitner	Dean of Graduate Studies
Dennis Weiss	Dean of NAMS (Provost appointee)

*Non-Voting Student Liaisons*

To be appointed	Graduate student
To be appointed	Undergraduate

**Meeting Dates: 9/25/14, 10/30/14, 12/4/14, 1/29/15, 2/26/15, 3/26/15, 4/30/15**

**I. Proposals for New Programs and Minors**

A. Proposals for New Programs and Minors

1. Ed.D in Organizational Leadership – The APP reviewed this proposal at the 9/25/14 meeting. Recommendations for revisions and additional information were sent to the authors. The authors resubmitted the proposal and the Committee reviewed the revised draft on 10/30/14. The Committee had a few additional recommendations. These final recommendations were addressed through electronic communication. The final vote on the proposal was held electronically with 14 in approval and one abstention. The proposal was sent to the Faculty Senate where it was approved.

### A. Proposals for New Minors

1. Disability Studies Minor – The APP reviewed this proposal at the 9/25/14 meeting. Recommendations for major revisions and additional information was sent to the author. The author resubmitted the proposal and the Committee reviewed the revised draft on 1/29/15. Although some of the recommendations were addressed, the Committee still had recommendations for major revisions. The Committee acknowledged that the author of the document is an adjunct professor working alone. The Committee suggested that it would be beneficial for the author to work with a full-time faculty member on the proposal. Dr. Priti Haria, a member of our committee and a full-time faculty member in the School of Education, expressed interest in collaborating with the author. Dr. Haria informed us that the author contacted her in April 2015 and work on the proposal will commence during the summer.

2. Victimology and Victim Services Minor - The APP reviewed this proposal on 1/29/15. Recommendations for revisions and additional information were sent to the authors. The authors resubmitted the proposal and the Committee reviewed the revised draft on 4/30/15. The Committee had a few additional recommendations. These recommendations were sent to the authors. The Chair of the APP and the primary author of the proposal discussed the recommendations. The primary author stated a plan to resubmit the proposal as soon as possible. Given the recommendations were minor, the proposal can be reviewed and voted upon via electronic communication. If approved, the proposal will be sent to the President of the Faculty Senate for consideration at the September 2015 meeting.

3. Sustainability Minor - The APP reviewed this proposal on 2/26/15. Recommendations for revisions and additional information were sent to the authors. The authors stated an intent to resubmit the proposal, but a revised proposal has not yet been received.

## II. Proposal for Certificate Programs

The APP reviewed the request from the MAIT program on 1/29/15 to offer some of the courses in the MAIT graduate program as a standalone certificate program. If an existing degree program would like to offer some of its courses in an already approved master's degree as a standalone certificate program, they have authority to do so. However, the Academic Programs and Planning Committee must receive notification, hold a vote, and send a courtesy letter of the "nomenclature change" (i.e., offering some of the courses as a standalone certificate program) to the AIC. The Academic Programs and Planning Committee approved this certificate (Twelve of 14 members were in attendance; the vote was Yes: 12, No: 0) with one recommendation (a name change of one of the courses from INTC 5450 Project Management Approach to Educational Change To INTC 5450 Project Management Approach to Change to better match the course description). The recommendation was sent to the appropriate administrative office at Stockton to be forwarded to the AIC.

## III. Life Cycle of Academic Programs Procedure

- A. Life Cycle of Academic Programs Document. Although work on this document was completed by the APP during the 2013-2014 academic year, an update was needed. The following changes were made (highlighted in yellow).

Part ii.1.1 of the Life Cycle Document read as follows:

1. All new or proposed programs will use the outline for a white paper found on the web sites for Academic Affairs and for the Academic Programs and Planning Committee of the Faculty Senate. Both of these outlines include the New Jersey state program approval process through its Academic Issues Committee (AIC) of the President's Council.

This edit conveys the complete intent of the APP Committee if changed to read as follows:

1. All new or proposed programs will use the materials found on the web sites for Academic Affairs and for the Academic Programs and Planning Committee of the Faculty Senate. These materials include the New Jersey state program approval process through its Academic Issues Committee (AIC) of the President's Council.

Additionally, Michelle McDonald, Susan Fahey and the Senate Executive Committee (SEC) submitted questions or requested additional revisions. The APP answered questions submitted by the SEC and specific editorial suggestions by Michelle and Susan.

On 10/30/14, the APP Committee reviewed the edits and approved the Life Cycle of Academic Programs Procedure. This procedure was forwarded to the Faculty Senate and approved at the November 2014 meeting.

#### **IV. Webpage information regarding Submission Process for New Programs and Minors**

At the 10/13/14 meeting the APP Committee discussed the current webpage information regarding the development and submission of proposals for new minors and programs. We learned from various committee members that some of the information that exists is outdated, conflicting, and/or confusing. Rodger Jackson, as Faculty Senate President, also asked our Committee to address these issues and streamline the process. We made a list of the information that needed to be reviewed and probably reorganized in order to present a development and submission process that is comprehensive and user-friendly. To that end we developed four work groups and assigned committee members equally to the work groups. We acknowledged it would probably take until the end of the academic year to complete this process. Each month we addressed the next step in the process. Our goal was to streamline the information re: proposal submission, including the content of these documents and the placement of them on our webpage. The goal also included the consideration of how the proposal guidelines relate to a larger administrative document on policy and procedure for new programs (AIC state-level guidelines).

The work group assignments were as follows and the person whose name is listed first was the lead person on the project:

1. Update the information related to the development and submission of materials for new minors and programs on the Faculty Senate website. Revisions included an update of

information and a clear process to access the documents needed for development of new programs and minors. Work group = Claudine Keenan, Jeremy Newman, and Wondi Geremew

2. Review of the current information on “Proposing a new minor.” The current documents were reviewed for clarity and a revised document was developed. Work group = Bill Reynolds, Diane Holtzman, and Earl Benjamin.
3. Revision of the guidelines for Proposing a New Program – The current guidelines were revised to follow the AIC (state-level) guidelines and format. Work group = Lew Leitner, Dennis Weiss, Priti Haria, and Margaret Slusser.
4. Guidelines for a “pre-proposal paper.” A pre-proposal paper was developed for a new minor and a new program. This would be a 1 page summary of an idea for a minor or a new program that would be completed via an electronic template. Work group = Joshua Duntley, Kerry Chang –Fitzgibbon, and Susan Cydis.


The role of the Chair of the APP was to check in with the work groups, send reminders, review information sent, and to interface with the Executive Board of the Faculty Senate as required.

The following draft documents were developed and sent to Rodger Jackson, Brian Tyrell, and Michelle McDonald on 5/5/15.

1. Web Page Information
2. Procedures for Proposing a New Program
3. Pre-Proposal Template for a New Program
4. Procedures for Proposing a New Minor
5. Pre-proposal Template for a New Minor

If these documents are approved, the APP will work with Computer Services to design the templates. We will also provide current samples of a Proposals for a New Program and a New Minor

Respectfully submitted,



Victoria Schindler, PhD, OTR, BCMH, FAOTA  
Associate Professor  
Chair, Committee on Academic Programs and Planning