

ACADEMIC PROGRAMS AND PLANNING COMMITTEE  
FINAL REPORT  
2015 - 2016 ACADEMIC YEAR

*Faculty Senate Website: <http://intraweb.stockton.edu/eyos/page.cfm?siteID=294&pageID=5>*  
*Faculty Members*

Victoria Schindler	Chair (2014-2016)
Lisa Cox	Vice Chair (2015-2016)
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)
Christy Goodnight	Library (2015-2017)
Susanne Moskalski	NAMS (2015-2017)
Lisa Cox	SOBL (2015-2017)

#### Ex Officio Members

Claudine Keenan	Dean of EDUC (Provost designee)
Amy Beth Glass	Director of Graduate Enrollment Management (replaced Lew Leitner January 2016)
Theresa Bartolotta	Dean of HLTH (Provost appointee)

#### Non-Voting Student Liaisons

To be appointed	Graduate student
Mike Tuozzolo	Undergraduate

**Meeting Dates: 9/24/15, 10/22/15, 12/3/15, 1/28/16, 2/25/16, 4/28/16**

### I. Proposals - Programs

A. **Exercise Science.** The Committee on Academic Programs and Planning reviewed the **Exercise Science Proposal** three times. At each point we sent recommendations to Kelly Dougherty, primary author of the program proposal, and she addressed the requests.

Therefore, the Committee unanimously voted to approve the **Exercise Science Proposal** (and send it to the Faculty Senate for the November 17th meeting. (Approved=15; Opposed=0; Abstain =0.

B. **Data Science and Strategic Analytics.** The Committee on Academic Programs and Planning reviewed the **Data Science and Strategic Analytics Proposal** three times. At each point we sent recommendations to Russ Manson, primary author of the program proposal, and he addressed the requests.

Therefore, the Committee unanimously voted to approve the **Data Science and Strategic Analytics Proposal** and send it to the Faculty Senate for the November 17th meeting. Approved =14; Opposed =; Abstain =0; Recuse = 1.

C. **MA in Counseling Proposal** – This proposal was reviewed at the October and December meetings. Jennifer Lyke attended the December meeting and the Committee provided feedback to her. As of May 2016, the proposal has not been resubmitted.

D. **CD Prep and SPAD program closures**– The Committee overwhelmingly voted to approve the closure of the two programs April 28, 2016. Vote in favor of closure. Approved = 10; Opposed = 0; Abstain =0.

## II. Proposals -Minors

A. The **Disability Studies minor** was first reviewed in 2014-2015 (initial review 9/25/14). It was resubmitted and reviewed in September 2015, January 2016, and April 2016. Vicky Schindler met with Lydia Fecteau, Priti Haria, and Shelly Meyers in May 2016. The Committee developing the minor plans to address the current concerns and resubmit September 2016.

## III. Proposals - Certificate Programs

A. **Genocide Prevention Certificate.** The Committee reviewed the proposal three times and voted unanimously to approve the Genocide Prevention Certificate and send it to the Faculty Senate for the November 17th meeting. Approved =15; Opposed =0; Abstain =0.

B. **Substance Awareness Certificate (SAC) program closure** - December 2015. APP reviewed the documentation and memo stating the unanimous votes of the Psychology and Education programs to terminate the SAC. APP Committee unanimously agreed with closure. Approved= 9; Opposed = 0; Abstain =0.

C. **Post-Baccalaureate Certificate in MACJ.** The Committee on Academic Programs and Planning reviewed the **Proposal for a Post-Baccalaureate Certificate in MACJ** twice and voted unanimously in favor of forwarding the proposal to the Faculty Senate for the March Faculty Senate meeting. Approved = 14; Opposed = 0; Abstain =0.

## IV. Proposals - New Concentrations in Existing Programs

A. **MAED New Concentration proposal for physics and chemistry**– December 2015. APP reviewed the curriculum documents and faculty letter of support proposing the addition of 2 concentrations (Physics and Chemistry) to the MAED program (to add to the existing 5 concentrations). The Committee voted unanimously in favor of the addition of the two concentrations. Approved = 9; Opposed = 0; Abstain =0.

B. **MACJ New Concentration in Administration and Leadership (ADMIN).** February 2016. The Committee voted unanimously in favor of the addition of the concentration. Approved = 14; Opposed = 0; Abstain = 0.

C. **Sociology – Race and Ethnicity.** April 2016, The Committee voted unanimously in favor of the new concentration. Approved = 14; Opposed = 0; Abstain = 0.

D. **Psychology – Empirical Research.** April 2016. The Committee voted unanimously in favor of the new concentration. Approved = 14; Opposed = 0; Abstain = 0.

E. **Nursing - Trancel concentration–** April 2016. The Committee voted unanimously in favor of the new concentration. Approved = 14; Opposed = 0; Abstain = 0.

## V. Life Cycle of Academic Programs Procedure

A. Summary of Life Cycle procedure prior to 2015-2016 academic year as per the timeline written below

### Timeline

1. Idea for Life Cycle procedure proposed 2012-2013
  2. APP - 1<sup>st</sup> draft introduced 1/30/14; Final edits were accepted on 4/9/14.
  3. Returned from SEC to APP. APP revised and approved 10/30/14.
  4. Approved by Faculty Senate 12/9/14
  5. Signed by President Saatkamp 1/21/15
- B. Life Cycle of Degree Programs – The concept of a flowchart was introduced to develop a concise, visual schematic of the narrative because feedback about the narrative was that it is lengthy and cumbersome.
1. Jan 2016 - The APP committee reviewed the draft flowchart, made two revisions, and generated one question: When the Senate Executive Committee or the Faculty Senate requires revisions after the 1<sup>st</sup> reading, will the proposal be sent back to the APP to address the revisions or will the proposal be sent directly to the sponsoring faculty member to interface with the Senate Executive Committee or the Faculty Senate?
  2. Feb 2016 - Life Cycle Flowchart – Chair of the APP met with the Faculty Senate President Brian Tyrrell Feb 23<sup>rd</sup> regarding the flowchart. The Senate Executive Committee had recommendations about the flowchart. The APP reviewed the recommendations and incorporated them with the exception of one question (return to the APP if the APP has already approved)?
  3. March 2016 - It became evident that one aspect of the flowchart (right side – concerning concentrations) did not accurately reflect the narrative in the Life Cycle of Degree Programs procedure. The Life Cycle of Degree Programs procedure defines “concentrations” as a type of new academic program thereby requiring the full evaluation process, but the flowchart identified the process for concentrations as only requiring an informational memo.
  4. April 2016 - Although the Life Cycle of Degree Programs procedure defines “concentrations” as a type of new academic program, a review of procedural history of concentrations (based on a report **Concentrations \_ Life Cycle Procedure** completed by the Chair of the APP and sent to the Faculty Senate President), revealed that concentrations University-wide had been developed, managed, and closed at the Program level.
  5. April 2016 - Based on the incongruence between the narrative of the Life Cycle of Degree Programs procedure and the flowchart, the flowchart was discarded. The Faculty Senate plans to reevaluate the Life Cycle Procedure.

## VI. Updates and Revisions of Guidelines and Development of APP Webpage

A. Summary of work on the guidelines and webpage prior to 2015-2016 academic year as per the timeline written below

### Timeline

1. Fall 2014 – Faculty Senate President asked APP to correct and update the APP webpage and minor and program guidelines.
2. Academic Year 2014-2015 - The APP updated guidelines for new minors and programs, and we aligned the program guidelines with the AIC manual (Academic Issues Committee of the NJ President’s Council) which was necessary to do. Revisions were completed in April 2015 were approved by the Faculty Senate President and Interim Provost Davenport in Summer 2015. These included:
  - a.. Web Page Information
  - b. Procedures for Proposing a New Program
  - c. Pre-Proposal Template for a New Program
  - d. Procedures for Proposing a New Minor
  - e. Pre-proposal Template for a New Minor
3. 2015 – 2016 academic year
  - a. The fillable templates were completed. Lou Regan (Computer Services) created the webpage with the 5 items above as well as links to University Policy and Procedures, AIC of NJ, NJ Office of Higher Education, and Middle States Commission.
  - b. Sample documents were added (Proposals for a New Program: Exercise Science proposal; Proposals for a New Minor: pending approval of a new minor; Proposal for a Certificate: MACJ certificate program)
  - c. Chair of the APP presented the updated APP webpage to the Faculty Senate at the December 2015 meeting.
  - d. January 2016 - Additional revisions to the New Program guidelines - Based on feedback from the AIC concerning program proposals, there was a need to include additional items in the Proposal Outline for New Academic Programs.

These items are as follows:

§ *Clearly articulated program level goals*

§ *The incorporation of Institutional Level Learning Goals into the Program Level Learning Goals*

§ *Examples of how the achievement of program goals are assessed, including direct and indirect measures*

§ *The sustainability of the assessment process*

Additionally, curriculum mapping needs to be stated more explicitly.

To address this, additional information was included in the program proposal guidelines and an appendix was added. This was sent to the Faculty Senate President.

e. May 2016 - Revisions in progress

1. Timeline for Proposals for New Programs– January 2016 - The pre-proposal template required by the APP and the first and second reading of proposals by the Faculty Senate affects the timing of proposals submitted to the APP. The Chair of the APP discussed this with the Faculty Senate President and the Interim Provost. The Chair of the APP wrote a draft timeline which was revised based on feedback from the APP and the Faculty Senate President. It was approved by the APP 4/28/16: Approved: - 11; Opposed – 0; Abstain = 0 and sent to the Faculty Senate President on 4/30/2016. The APP would like to add this document to the APP webpage to inform faculty of the suggested timeline for program proposals.

2. Request to add a cover page to Guidelines for Programs, Minors, Certificates and Concentrations. At the April 2016 the APP proposed to add a requirement for a cover page to the current Guidelines for Programs, Minors, Certificates and Concentrations. This cover page would include names and signatures of all involved in the development of the proposal. To that end, information for the cover pages was added to the guidelines for proposals for new programs, minors, certificates and concentrations and sent to the Faculty Senate President on 4/30/16..

## VII. New Chair of APP

Doug Harvey – newly elected chair of the APP was introduced at the April 2016 meeting.

Respectfully submitted,



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