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
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.