CONTINUING ACCREDITATION REPORT

ON

THE NEW JERSEY CERTIFIED PUBLIC MANAGER PROGRAM

Presented to:

The National Certified Public Manager Consortium

By the Review committee:

Dennis, T. Martino - Chair

Susan Paddock -CPM Instructor

Melvin Crittle- CPM Graduate

September 2021

Introduction

This visit was conducted as part of a Request for Re-Accreditation. The request was made by the Civil Service Commission of New Jersey through the Program Director, LaVida Stalsworth.

The sponsor is the Civil Service Commission (CSC). The provider of the course work is Rutgers University School of Public Affairs and Administration (SPAA). The Program Director for Rutgers is Jane Sharp, MPA.

Ms. Stalsworth submitted a self-study report and materials in accordance with the CPM Consortium Accreditation Assessment Questionnaire. The committee was charged with reviewing all materials and determining any issues that needed clarification or further review. The chair was charged with seeking clarification at the time of the site visit.

The structural and business components submitted by the Civil Service Commission were all in proper order. The program records are well maintained.

Both the CSC and SPAA participate in recruitment efforts. Additionally, the CSC reviews and approves applications, and SPAA manages enrollment.

The curriculum materials developed by SPAA were of extremely high quality. The required documents were emailed, and the CANVAS platform was shared with the Review Team during the site visit. This was very helpful and efficient.

The visit took place on September 15, 2021. The team met with all the requisite groups on the 15th. The groups included graduates, faculty, advisory board members, administrative staff from both the CSC and SPAA.

**Review Team Observations:**

* The New Jersey CPM Program should be extremely proud of the diversity displayed throughout the program. The cohorts have a wonderful blend of participants both geographically as well as spanning various executive professions.
* Since there are multiple Cohorts running at any given time, the reviewers were very impressed that each cohort is assigned a “Cohort advisor”. This characteristic of the NJ Program is one that could be replicated by any CPM program.
* As with every CPM program, the pandemic has required a quick pivot to totally online programming or hybrid delivery methods. New Jersey should be commended for how smoothly they transitioned to using the CANVAS LMS in a vibrant manner.
* The Review team was very impressed by how the NJ Program embedded course tasks that scaffolded pieces of the capstone deliverables. This helps students keep their focus on the final deliverable.

We, the members of the committee appointed to review the New Jersey Certified Public Manger program for continuing accreditation are pleased to report we have completed our review and recommend, that the New Jersey CPM program be accredited for the maximum period authorized by the bylaws. Our recommendation is based on the following findings:

Findings

**GENERAL OVERALL QUESTIONS**

**1) Has the program met the minimum requirements for re-accreditation?**

The New Jersey Program is extremely well conceived and designed. It meets or exceeds the minimum requirements for re-accreditation. The course expectations are very high.

* The level of rigor is substantial, and the faculty members all have outstanding credentials.
* All the faculty members are also practitioners who all add richness to the classes.
* The materials developed for the program fit very well within the Consortium Competency Structure.
* Participants are tested using online tests and case study work.
* Participants upload assignments through Canvas the LMS system.
* All course materials are available to students on Canvas.
* The program thoroughly meets the criteria for incorporating the CPM competencies into each class. There are no deficiencies in any part of the written submission.
* All requirements have been met and indeed, exceeded.
1. The New Jersey program administrators submitted all required program documentation to each of the review committee membership.
2. After review by committee members all supplemental documentation was provided on a timely basis.
3. In the matter of general program requirements, the committee determined that:
	1. Adequate linkages exist with institutions of higher education:

Since the sponsor is a statutory State Agency. It has a direct linkage with Rutgers University which provides the course work and faculty.

* 1. An advisory board is actively involved in dealing with appropriate program issues.
	2. The program has a wide variety of State, local, and non-profit customers.
	3. Program requirements are clear and accessible to all applicants and candidates.
1. In the matter of program organization, we find:
	1. Adequate financial support exists from tuition fees, as well as in-kind contributions of administrative support from both the NJ Civil Service Commission and the university.
	2. Program instruction is provided by well qualified adjunct professors, and subject matter experts.
2. We find thorough documentation of administrative policies and procedures in a combination of administrative policy and formal regulations.

We further find:

* 1. A formal automated tracking system is in place.
	2. Project requirements are clear and the use of projects in the curriculum is one of the strengths of the program. Faculty coach and mentor participants engaged in their project work.
	3. Adequate security exists for student records.

FERPA-like Standards apply

* 1. Student assessments are based on formal tests/assignments and discussions with students.
1. In the matter of course materials, we find:
	1. Courses provided are balanced to adequately cover the required competencies.
	2. Course syllabi that include learning objectives exist for each course.
	3. The program is very clearly focused on the CPM competencies.
	4. All requirements regarding hours of instruction are met.
2. We find examinations and projects to be some of the strong points of the New Jersey program.
3. In regard to program evaluation, we find:
	1. Each course is adequately evaluated by students.
	2. Each instructor is adequately evaluated by students.
4. We met with former students in the program.
	1. We discussed the program’s perceived strengths and weaknesses. We are impressed by the pride with the program the students articulated.

The program has many strong points. We were especially impressed by:

1. The rigor of the course work.
2. The program administrators work in close collaboration to maintain consistency from site to site.
3. When asked, the administrators of the NJ CPM Program stated they believe the relationship between the sponsor and the provider is one of the major strengths.
4. Scaffolding of tasks that help student complete their capstone projects.

The findings and recommendations are based on a review of all documentation by the committee and confirmed by a virtual site visit by the entire committee on September 15, 2021.

Committee Recommendation:

**Accredit X**

Recommendation endorsed by consensus of the committee and respectfully submitted by:

Susan Paddock Nevada CPM Program Staff. Melvin Crittle Georgia CPM Program Graduate, and Dennis Martino, Committee Chair

September 20, 2021