

Academic Policies Committee	
Minutes	
Wednesday, September 7, 2016	
Office of the President, Meier Hall 316	
Meeting: APC 2016/2017	
Convened	10:45 a.m.
Attending	Joseph Cambone, Michele Davila Goncalves, Cathy Fahey, Bonnie Galinski, Mindy Jeon, Pamela Leong, Victoria Morrison (Vice-Chair), Linda Nowak, Van Pham, and Peter Walker (Chair).
Guest(s)	Patricia Meservey (President), David Silva (Provost), and James Gubbins (MSCA, Salem President).
Documents (attached)	
I.	Welcome and Self-Introductions
II.	<p>Reflection of 2015-2016 Academic Policies Achievements</p> <p>A. 4+1 Policy</p> <p>In 2015-2016, APC deliberated at length issues associated with the 4+1 policy. In particular, there are wide variations in how departments put forth the 4+1 program. There also are implications associated with entry into the 4+1 program, and ramifications for students who prematurely depart the program. Further, there seems to be no coordination of 4+1 policies and procedures.</p> <p>It was noted that more 4+1 policies will come up in the future, as will 3+2 policies.</p> <p>It was recommended that APC identify faculty and staff from across the university who are associated with a 4+1 program to see how they might resolve some of the issues. President Meservey, though, would like this policy to remain in the standing committees and suggested pulling sources from the existing committees.</p> <p>It was recommended that the ad hoc committee evaluating the 4+1 policy should at least include faculty from: criminal justice, education, English, and psychology.</p> <p>B. Institutional Animal Care and Use Committee (IACUC) Composition</p> <p>The faculty membership on IACUC was not resolved in 2015-2016.</p> <p>C. Selective Retention</p> <p>B. Galinski noted that the selective retention committee has made very specific recommendations for students appealing dismissals, even getting department chairs</p>

	<p>involved. It was pointed out that there is a need for a more concerted, coordinated, and holistic effort from various parties across the university to help student retention.</p> <p>Questions were raised about how Salem State is intervening to help academically at-risk students, and whether these efforts were successful.</p> <p>Another question was posed about whether certain courses could predict a higher failing rate. It was noted that Chunju Chen, Executive Director for Strategic Planning and Decision Support, has obtained data from the registrar’s office, and will begin the data analysis shortly.</p> <p>Beyond the appeals decisions, the selective retention committee was in the process of working on retention policy. There was consensus among selective retention subcommittee members that selective retention recommendations for appeals must have “teeth.”</p> <p>It was recommended that an ad hoc committee be formed for the policy portion of selective retention, and that the Dean of Students (or her designee) and someone from Academic Advising be part of this committee.</p> <p>B. Academic Integrity</p> <p>The academic integrity policy needs to be revisited, with a special attention on issues related to international students and their understanding of academic integrity.</p> <p>C. Academic Calendar</p> <p>During 2015-2016, APC broached the idea about expanding spring break to two weeks instead of one week.</p> <p>President Meservey suggested that APC evaluate winter session, and how effective a change to winter session might be.</p>
<p>III.</p>	<p>Other Business</p> <p>There was consensus that APC, and the university community in general, needs to be more proactive when it comes to policies, rather than simply react to issues that arise at the moment.</p> <p>APC needs to revisit older policies and see if the policies are appropriate for the current Salem State students vs. the students we think we have.</p>
<p>IV.</p>	<p>Charge</p> <p>The president’s charge to the Academic Policies Committee is the same as the mission statement:</p>

	<p>1. To make reports and recommendations on the academic calendar, academic standards, university admissions standards, selective retention, and educational services for the local community.</p> <p>2. To provide a comprehensive audit and update of all academic policies.</p>
V.	<p>APC Membership</p> <p>APC is lacking four members. The committee needs at least four more faculty and student representatives.</p> <p>President Meservey indicated that once the area gaps are identified, the deans can encourage faculty to participate.</p>
VI.	<p>Election of Chair</p> <p>P. Walker unanimously was re-elected as chair of APC.</p> <p>Meetings will be held every other Thursday. There will be no APC meeting on Thursday, December 8, as Chair P. Walker has a schedule conflict.</p>
VII.	<p>Vice Chair</p> <p>V. Morrison volunteered to serve as vice chair.</p>
VIII.	<p>Appointment of Recorder(s):</p> <p>B. Galinski and P. Leong volunteered to serve as co-recorders. Additional recorders will be sought, and recording will be done on a rotating basis.</p>
Adjourned	at 11:20 a.m.

Respectfully submitted,

Pamela Leong