

<b>Academic Policies Committee</b>	
Minutes	
Thursday, September 22, 2016	
Underground, Ellison Campus Center	
Meeting: APC 2016/2017:02	
Convened	3:17 p.m.
Attending	William Cornwell, Michele Davila Goncalves, Cathy Fahey, Bonnie Galinski, Hongtao Guo, Rebekah Lapwood, Pamela Leong, Victoria Morrison (Vice-Chair), Linda Nowak, Van Pham, Arthur Rosenthal, Steve Silvern, Daniel Veira, and Peter Walker (Chair).
Guest(s)	
Documents (attached)	
<b>I.</b>	<p><b>Introduction of Members</b></p> <p>The meeting commenced with self-introductions.</p> <p>We have two student members this year: R. Lapwood and D. Veira (SGA president). D. Veira will encourage other students to populate one more student position for the Academic Policies Committee (APC), and positions on other university committees.</p>
<b>II.</b>	<p><b>Chair's Report</b></p> <p><b>A. Welcome</b></p> <p>There was a reminder of APC meeting dates, which is every other Thursday at 3:15 p.m. Vickie Ross sent the meeting dates by email.</p> <p><b>B. Approval of the Minutes of 09/07/16</b></p> <p>The 09/07/06 minutes (meeting with President Meservey) was not emailed to committee members, so approval of those minutes will be conducted by email.</p> <p><b>C. Introduction of the Committee Mission</b></p> <p>The committee reviewed the mission of the Academic Policies Committee, as outlined in Article VII of the MSCA contract (Participation in the Decision-Making Process). APC will review, report, and make recommendations in the following areas:</p> <ol style="list-style-type: none"> <li>1. the academic calendar;</li> <li>2. academic standards;</li> <li>3. university admissions standards;</li> <li>4. selective retention policies;</li> <li>5. educational services rendered to the local community; and</li> <li>6. library services.</li> </ol>

	<p>Chair P. Walker pointed out that reviewing policies regarding library services is not really the purview of APC, as Salem State has a separate committee for this purpose: Library and Media Development.</p>
<p><b>III.</b></p>	<p><b>Standing Sub-Committees: Request for Volunteers</b></p> <p><b>A. Selective Retention</b></p> <p>The selective retention subcommittee reviews appeal letters from students who have been dismissed. This subcommittee meets three times a year, in June, August, and January.</p> <p>Volunteers for this subcommittee are: C. Fahey, B. Galinski (chair), M. Davila Goncalves, and P. Leong. Student member D. Veira also volunteered, but there was a question about whether students can serve on a committee that reviews students' academic records and other confidential information. B. Galinski will look into whether this is allowable.</p> <p>If participating in selective retention is not allowed, D. Veira volunteered to serve on the selective retention subcommittee for at-risk students.</p> <p>After the meeting, Dean Joe Cambone, who is also a member of APC, indicated that he too wishes to serve on the selective retention subcommittee.</p> <p><b>B. Academic Calendar</b></p> <p>Volunteers for the academic calendar subcommittee are: B. Galinski (chair), H. Guo, V. Morrison, and V. Pham.</p>
<p><b>IV.</b></p>	<p><b>New Business</b></p> <p><b>A. Strategize about meeting MSCA mandated mission (review: academic calendar, academic standard, selective retention, educational services for local community)</b></p> <p><u>General Issues</u></p> <p>Questions were raised about committee obligations. If no proposal is submitted, does that mean that APC should not act? Chair P. Walker replied that APC makes recommendations pertaining to the six areas listed in the MSCA contract; he also explained the role of APC and of All-University in "governance," which in the MSCA contract is called "participation in the decision-making process."</p> <p>Another question was raised about whether APC should even review proposals that are not reflected in one of the six areas. For instance, faculty representation on IACUC is an issue some believe to not represent academic policy. Chair P. Walker, however, emphasized that the six areas can be interpreted loosely, and that All-University determines what standing contract committees to "farm out" proposals to.</p>

There was an inquiry about whether student policies written for a new department must pass Academic Policies. They do. A department's program admissions requirements also must go through Academic Policies. However, this is a gray area, as All-University and APC probably should not micro-manage all the procedures and policies that might have no ramifications outside a particular department of the university.

#### Academic Calendar

At the 09/07/16 meeting with the president, President Meservey had recommended developing the calendar for four years instead of two.

It was recommended that APC discuss whether the committee should approve a calendar one year in advance, or whether the timeframe should be longer. The committee decided to table any decisions about the calendar four years out until there was a chance to review the results of the recent survey about the current weekly pattern of class meetings.

#### Academic Standards

Chair P. Walker recommended that APC request a meeting with admissions. An admissions representative can give a short report. This will allow APC to see if the committee is paying attention to admissions standards.

It was noted that a department's admission requirements must go through Academic Policies. Undergraduate admission requirement changes have not gone through APC because they are dictated by the MA Board of Higher Education. The graduate admission requirements are approved by the Graduate Education Council.

Policies surrounding academic standards can be quite contentious. Some years ago, a proposal came before APC from a department that wanted to establish a minimum GPA for all coursework in that major. The issue was very divisive, and the vote was very narrow. Chair P. Walker recommended that in such divisive cases, the process of review by APC and All-University (as recorded in those committees' minutes) gave the President (or the president's designee) something to go on when deciding when to sign final approval (or disapproval).

There was an inquiry about whether Salem State's decision to make the SATs optional ever went through Academic Policies. It did not. B. Galinski (Assistant Vice President for Enrollment Management) replied that the test option went through admissions only, and that it was a pilot program implemented in fall 2016 and will continue for Fall 2017. Studies had indicated that the SATs were a barrier, so Salem State put in the pilot program. However, APC should pay attention to the pilot and to what may follow.

#### Selective Retention

Among the topics covered at the the president's meeting on 09/07/16 was selective retention. Selective retention really encompasses not just students about to be dismissed

	<p>but how to retain students in general. Chair P. Walker posed the question of what APC can do in relation to selective retention.</p> <p>It was mentioned that at the meeting with the president, there was a suggestion to create a subcommittee that consists of some APC members, members of Student Life, First Year Experience Office, and members in other offices.</p> <p><u>Educational Services for the Local Community</u></p> <p>Chair P. Walker inquired about the specific educational services Salem State provided to the local community. V. Pham replied that the Center for Economic Education provides free workshops to teachers in the area; the center provides guidance for how to prepare students for college.</p> <p>The Explorers Lifelong Learning Institute also was mentioned.</p> <p>A question was posed about what the end goal of the university was in offering educational services to the local community.</p> <p><b>B. Strategize about possible comprehensive audit and update of all academic policies</b></p> <p>Chair P. Walker felt that APC should go through the entire academic policy section of the undergraduate catalog to look for inconsistencies and problem areas.</p> <p>A more comprehensive review of the academic integrity policy is needed. A question was raised about why Salem State has the academic integrity policy it has. What is the purpose of such a policy?</p> <p>It was noted that it was very difficult to find the academic policies on Salem State’s website. It was further noted that the academic policies, if they can even be found, are in very tiny font. This may require the possible involvement of Information and Technology Services, but it may also involve Marketing and Communications, as the latter should know what is on the website.</p> <p><b>C. Strategize about coordinating review and possible update of policies relating to 4+1 and 3+2 programs</b></p> <p>Issues arise when students are dually enrolled in both undergraduate and graduate programs. In these cases, conflicting policies may arise. There is a desire to bring these policies into alignment. It was recommend that the president create an advisory ad hoc committee for the 4+1 programs.</p> <p>The Curriculum Committee received a charge from the provost and the president to work on the 4+1 and 3+2 issues. The Graduate Education Council is also in the process of forming a subcommittee to look into the matter.</p>
<p><b>V.</b></p>	<p><b>Old Business</b></p>

	<b>A. IACUC - Tabled</b>
<b>VI.</b>	<b>Adjournment</b>  Motion to adjourn. Motion made by: V. Morrison Seconded by: D. Veira  In favor (13). Against ( ). Abstentions ( ). Motion passed unanimously.
<b>Adjourned</b>	at 4:25 p.m.

Respectfully submitted,

Pamela Leong

Next Meeting: **October 6, 2016 at 3:15 p.m. in the Ellison Campus Center**