

<b>Academic Policies Committee</b>	
Minutes	
Thursday, February 11, 2016	
Ellison Campus Center, Metro Room	
Meeting: APC 2015/2016:04	
Convened	3:15 p.m.
Attending	Joseph Cambone, William Cornwell, Susan Edwards, Bonnie Galinski, Hongtao Guo, Mindy Jeon, Marty Krugman, Pamela Leong, Linda Nowak, Ken Reker, Arthur Rosenthal, Donna Seger, Steven Silvern, and Peter Walker (Chair).
Guest(s)	Scott Nowka, English, Honors Program Assistant Coordinator Joanna Gonsalves, Psychology, Honors Program Coordinator
Documents (attached)	
<b>I.</b>	<b>Introduction of Members</b>
<b>II.</b>	<p><b>Chair's Report</b></p> <p><b>A. Welcome</b></p> <p><b>B. Reminders</b></p> <p>APC meeting dates are every other Thursday, at 3:15 p.m. Vickie Ross previously sent APC members a list of the meeting dates.</p> <p>Chair P. Walker has a scheduling conflict on March 24. There is an academic integrity policy symposium that coincides with the APC meeting, so he will try not to schedule a meeting on that date.</p> <p>There was a reminder about committee procedure for approving minutes: Minutes are now approved virtually.</p> <p><b>C. Updates</b></p> <p><u>Academic Integrity:</u></p> <p>There was a reminder about the committee's previous discussion about the academic integrity policy. There was a major revision of the policy by Academic Policies in 2011-2012 (12:204) and another revision by Academic Policies in 2014-2015 (15:232), during the course of which Academic Policies discussed at great length the need for a more comprehensive approach to reform of academic integrity.</p> <p>Updates were provided on the status of the academic integrity policy.</p> <ul style="list-style-type: none"> <li>▪ For passage in spring 2015 of 15:232, J. Cambone and other committee members worked on revising some of the wording of the policy.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Interim Dean Chris Boucher mentioned to Chair P. Walker a case in which student plagiarism was discovered before the last day to withdraw from class and so withdrew from the class. Interim Dean Boucher wondered if APC wanted to assess the potential for such another event. Chair P. Walker stated that most cases of plagiarism are discovered in the last weeks of classes. He would like a comprehensive university review and reformation of the policy. He recommended that Interim Dean Boucher and Provost David Silva support a review of academic integrity policy with the goal of bringing before governance a comprehensive proposal for the reformation of the university's approach to academic integrity.</li> </ul> <p><u>Assessment:</u></p> <p>Neal DeChillo (Associate Provost and Dean of the College of Health and Human Services) and others have put together a white paper that recommends the coordination of assessment efforts across the university. Barbara Madeloni, MTA president, urged unit members to be very careful of what we allow to be enacted in terms of a global assessment programming. Chair P. Walker has stressed to MSCA Salem Chapter President Steve Matchak that nothing in the white paper should go anywhere until it goes through governance.</p> <p><u>Institutional Animal Care and Use Committee (IACUC):</u></p> <p>There is a minimum size membership for IACUC that is mandated by law. The current proposal of who would be members of IACUC was actually put together behind closed doors by former administrators. There are strong feelings that the IACUC committee should be enlarged.</p> <p><b>D. Election of Vice Chair</b></p> <p>E. Duclos-Orsello is on sabbatical this spring. There was a recommendation that a new vice chair be appointed. It was suggested that Marty Krugman serve as vice chair, as he was the chair of the Academic Policies Committee a couple of years ago.</p> <p>S. Edwards nominated M. Krugman as vice chair. Seconded: D. Seger</p> <p>M. Krugman agreed to serve as vice chair.</p> <p>In favor (12). Against (0). Abstentions (1). M. Krugman was elected unanimously.</p>
<p><b>III.</b></p>	<p><b>New Business</b></p> <p><b>A. Academic Calendar 2017-2018 (16:201)</b></p> <p>The academic calendar subcommittee consists of the following members: B. Galinski</p>

(chair), H. Guo, M. Jeon, D. Seger, and D. Veira.

Motion to approve Academic Calendar 2017-2018 (16:201)

Made by: D. Seger

Seconded: M. Jeon

DISCUSSION:

W. Cornwell noted inconsistencies in apostrophe usage for holidays throughout the calendar. The proper usage is as follows: 1) Veterans Day has no apostrophe (plural, not possessive); 2) Patriots' Day is plural, possessive; and 3) Presidents' Day can be either plural, possessive or plural, not possessive, because this day combines the birthday celebration of two presidents, Washington and Lincoln (although technically Presidents' Day falls on Washington's birthday).

A question was asked about whether there should be at least a week between final exams and commencement. Chair P. Walker referred to the rules and guidelines for drafting the academic calendar, which states that commencement may occur no sooner than a minimum of four days after the last day of final exams.

It was pointed out that there was no rest period between commencement and when Summer Session I classes begin. Chair P. Walker replied that this likely was necessitated in order to fit in two summer sessions.

It was suggested that the spring semester is always longer than the fall semester. B. Galinski noted that in the fall, there are more Tuesdays, but in the spring there are more Thursdays and Fridays.

Chair P. Walker pointed out that reading days counts as instructional days. A question was posed about whether we should eliminate the spring reading day, but Chair P. Walker indicated that if we are just one day above the minimum number of instructional days, then we would not be able to eliminate one reading day without making the other a teaching day.

In a previous APC meeting, there was a suggestion to turn spring break into a two-week break, but this would require a radical change to the calendar.

B. Galinski noted that existing snow days are built into academic calendars. In spring 2015, because of the exceptional number of snow days, a make-up day had to be arranged (by making a Friday into a Monday). Chair P. Walker inquired whether these make-up days were mandated by state law, or were they required for accreditation. B. Galinski indicated that the academic calendar usually is based on state guidelines.

Chair P. Walker pointed out that winter recess has a question mark next to the January end date. He asked if the end of winter recess is supposed to be the day before winter session day classes begin, which would be January 8. B. Galinski indicated that the winter recess end date should be January 15.

	<p>It was pointed out that the December 22 final exam make-up day for day school occurs during winter recess.</p> <p><b>Motion:</b> Motion made to postpone Academic Calendar 2017-2018 (16:201) Made by: M. Krugman Seconded by: W. Cornwell</p> <p><b>Vote:</b> In favor (13). Against (0). Abstentions (0). Motion passed unanimously.</p> <p><b>B. Addition of Honors Course Electives (16:124)</b></p> <p>Motion to approve Proposal 16:124 Made by: D. Seger Seconded: S. Edwards</p> <p><u>DISCUSSION:</u></p> <p>J. Gonsalves (honors program coordinator) and S. Nowka (assistant coordinator of the honors program) provided an overview of the policy changes. The changes made center around three new courses that can be taken as an honors class: GPH 105H, ENL 245H, and SOC 110H (previously SOC 202H). S. Nowka pointed out that most of the changes respond to the changes in the general education requirements, but there were also courses added.</p> <p>General questions were raised about the honors program, including a question about the availability of an honors flowsheet. It was confirmed that the honors program does not have a flowsheet. S. Nowka explained that the honors program is not a department. If it were a department, then there could be a flowsheet.</p> <p>J. Gonsalves explained that the honors program is part of the commonwealth honors program. The SSU honors program shares a curriculum and has guidance through the commonwealth honors program. There is, however, an honors advisory committee that is made up of faculty. This committee reports to the provost.</p> <p>J. Gonsalves compared the honors program to the first-year experience: Neither program owns any of the courses, and there are similar administrative structures.</p> <p>M. Jeon indicated that she was not sure how to advise business students who are in the honors program. J. Gonsalves stated that the honors program is not allowed to have a flowsheet, but that, nonetheless, there are advising tools in place that show what the course offerings are. One tool essentially is a print version of the honors curriculum. The goal is for students to graduate within 120 credits.</p> <p>In the business school, most of the honors students are advised by John McArdle or David Goodof. Students also receive assistance from Alice de Koenig and, previously, Leah Ritchie. The honors program also does send materials and assistance to the deans.</p>
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	<p>J. Gonsalves noted that they are still searching for an honors course that satisfies the quantitative reasoning general education requirement.</p> <p>It was noted that some of the courses listed on the proposal were out of sequence. For instance, PHL 600H is listed before PHL 350H. J. Gonsalves will make sure that the alpha-numeric order is accurate.</p> <p><b>Amendment:</b> W. Cornwell proposed amending the motion: to approve 16:124, but with the following revision: that in the list of Philosophy courses, PHL 350H (and the sentence following it) appear before PHL 600H. D. Seger accepted this proposed amendment as a friendly amendment. Therefore the original motion is amended.</p> <p><b>Motion:</b> To approve Proposal 16:124 as amended</p> <p><b>Vote:</b> In favor (13). Against (0). Abstentions (0). Amended motion passed unanimously.</p> <p><b>C. 4+1 Policy Update</b></p> <p>J. Cambone provided an update of the 4+1 policy. The policy issue regarding the 4+1 program has been discussed. Challenges were addressed, but remedies now need to be discussed. All-University Committee Chair Steve Young sat in on the committee assessing the 4+1 program.</p> <p>The 4+1 committee looked at other academic policies, but also acknowledged that guidance from all-university has to be firmed up. This policy will not be resolved this term, as there is a lot to address.</p> <p>J. Cambone will seek guidance from Steve Young to see how we should move all the different pieces across governance.</p> <p>J. Cambone will polish up his working notes and will forward them to Chair P. Walker.</p> <p>The 4+1 committee laid out what is happening for the students, what is happening for the faculty, and the kind of administrative hiccups that might keep the policy from being implemented. For example, the wide range of numbers of credits that can be established for the master’s degree will create significant discontinuity for the student to advance through the program. In the School of Education, the bachelor’s to master’s has a distinct point, benchmarks, to allow the registrar to move students through their plan.</p> <p>B. Galinski emphasized that the process involves the entire cycle through which students are going, and that it cannot be a one-size-fits-all approach. She noted that the initial 4+1 program posed significant barriers for students.</p> <p>J. Cambone added that the graduate school has a standing admissions procedure that would need to be modified for those students who have met the baccalaureate criteria.</p>
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But would it be a smooth entry? Or is it merely a moving of their plan? Or does it mean that students then have to jump through additional hoops? The graduate school is trying to figure out the process. It was J. Cambone's firm belief that there is no way to get to scale if everything is separate; the process would pose a challenge to both students and faculty. Some of the issues are intertwined; some of it is policy, some of it is procedure, and some of it is policy with procedure.

The dean of the graduate school is aware of the issues and is advocating for change.

Chair P. Walker asked if there were students already in the 4+1 program. J. Cambone replied affirmatively and stated that they are mostly ESL students and criminal justice students. For rising juniors in the School of Education, there are 45 students who qualify for the 4+1 program. By this time next year, there will be upwards of 100-150 students just in the School of Education.

Chair P. Walker inquired about the withdrawal deadline if a student is an undergraduate taking a graduate-level course. There are different policies in place, so in this scenario does the withdrawal date depend on the course level (graduate level) or the student status (undergraduate)?

J. Cambone confirmed that such issues have been raised before, and that the School of Education has asked that there be uniformity in the rules and policies (for instance, in the add/drop period).

#### **D. Other Issues**

W. Cornwell, who is serving as acting chair of the philosophy department, agreed there was a lack of uniformity in the policies. He specifically pointed out the inconsistencies and lack of clarity in terms of who is able to set class caps. He wondered if there was even a policy about who could set class caps. This lack of clarity affects the philosophy department. W. Cornwell has heard that the dean has the ultimate authority to set caps.

Chair P. Walker responded that there is no official policy on caps, and that administrators tend to be very vague about this issue.

J. Cambone stressed the need to differentiate upper-level classes when considering caps. There is a need to parse out the instructional needs of different groups, and not take a one-size-fits-all approach.

M. Krugman pointed out that, in asking who has the moral authority to determine what is an appropriate class size, we need to consider that the major players have competing interests. On the one hand, one might argue that determining class size should be left to the discretion of the department and faculty. On the other hand, administrators are more interested in the economic bottom line, and they want larger class sizes. The turf, though, has not been demarcated clearly.

	<p>A. Rosenthal weighed in, noting that in addition to imposing caps, the deans could impose a minimum class size (for instance, a minimum of 15).</p> <p>J. Cambone stated that the current deans are not talking about setting arbitrary caps.</p> <p>J. Cambone mentioned that the provost had a retreat with all of the deans, and one of the outcomes was that everyone was in agreement that important questions needed to move through governance. For instance, how do we manage the 15% rule? This issue and other issues were raised in the retreat.</p> <p>Chair P. Walker reminded the committee that anyone can present an issue and submit a proposal to governance.</p>
<b>IV.</b>	<p><b>Adjournment</b></p> <p>Motion to adjourn.  Made by: J. Cambone  Seconded by: B. Galinski</p> <p>In favor (12). Against (0). Abstentions (0). Motion passed unanimously.</p>
<b>Adjourned</b>	at 4:24 p.m.

Respectfully submitted,

Pamela Leong

Next Meeting: Thursday, February 25, 2016 at 3:15 p.m. in Ellison Campus Center, Metro Room.