

Academic Policies Committee	
Minutes	
Thursday, October 19, 2017	
Ellison Campus Center	
Meeting: APC 2017/2018:02	
Convened	3:19 p.m.
Attending	Joseph Cambone, Michele C. Dávila, Clarke Fowler, Bonnie Galinski, Ethel Gordon, Joseph Gustafson, Severin Kitanov, Marty Krugman (vice-chair), Sara Mana, Sara Moore, Kathy Neville, Kristin Pangallo, Arthur Rosenthal, Cindy Vincent, Peter Walker (Chair), and Carol Zoppel
Guest(s)	Nancy Schultz (English)
Documents (attached)	Memo: Request for Change in Policy, Free Elective Policy Signed 4/11/17 by Provost Silva; Proposal 18:048
I.	Chair's Report Chair P. Walker thanked the committee for approving the minutes and reviewed the approval process for voting via email: The first draft is for corrections; The second draft is for approval only.
II.	Fall Meeting Dates: November 2, November 30 and December 14
III.	Old Business B. Galinski provided a subcommittee update and stated that the Selective Retention and the Academic Calendar Committee meetings have been scheduled and Outlook invitations, as well as emails have been sent to the subcommittee members.
IV.	New Business A. Change to Free Elective Policy-Criminal Justice Policy 18:040 Motion: To approve policy 18:048, Change to Free Elective Policy-Criminal Justice Motion made by: C. Fowler Seconded by: M. Krugman Overview: Chair P. Walker informed the committee that the submitter, Sami Ansari, Chair of Criminal Justice (CJ), was invited to attend the meeting and did not respond. C. Fowler stated that he was having difficulty understanding the distinction between the current and the new policy. C. Fowler asked for clarification on the current and proposed policy on the 55-credit limit. Chair P. Walker also stated he was clear on the difference. C. Vincent suggested that perhaps CJ wants to determine the number of credits for their department and not have a blanket number. J. Gustafson stated that since he is in the CJ department he would provide some background on the discussion that prompted the submission. He stated that CJ wanted to make their department's policy clear and allow up to 60 credits and that the rationale behind the decision is that CJ is not able to offer more electives due to the high number of 4+1 CJ majors.

Chair P. Walker asked if the whole department was on board with this policy. J. Gustafson stated yes, that there was approval at their department meeting. A. Rosenthal stated that it seems that they were not aware of the 55 credit policy change when this was created and that the proposal isn't needed since we have that policy. C. Vincent asked about the status of that policy. Chair P. Walker referred to the President's approval letter, effective Fall 2017. Chair P. Walker inquired whether or not the current version was in the catalog. B. Galinski responded, yes. Chair P. Walker stated that he feels that we should honor the policy that the department has submitted and stated that it seems that CJ does not want to allow a student to take an unlimited number of free elective courses in the major. J. Gustafson responded that he is still learning the flow sheet but that the CJ majors' requirements are already close to 55. Chair P. Walker asked if CJ wanted to make sure there is flexibility for their students. J. Gustafson responded that the department's intent is to make sure students take an array of classes.

J. Cambone stated that he is still unclear on the policy and would rather make a decision with the submitter present. C. Fowler agreed that he is also not clear on what the distinctions are and would like clarification. Chair P. Walker agreed. C. Vincent asked if this policy is needed because the current policy doesn't state that the departments have the freedom to make this decision on their own. Chair P. Walker asked if we should postpone and ask the Registrar how this would work and how students are informed about the policy for each department. P. Walker asked if the proposal should be edited. C. Vincent inquired if APC should ask the department to edit it from the current policy.

Motion: To postpone discussion of policy 18:048, Change to Free Elective Policy-Criminal Justice, until the next meeting or until the CJ Chair, Sami Ansari, can be present. P. Walker recommended that the Registrar, M. Miller, be invited to this meeting.

Motion made by: M. Dávila

Seconded by: S. Kitanov

Vote: In favor (13). Against (0). Abstention (1).

B. Review of Existing Academic Policies

Chair P. Walker stated that the MSCA contract stipulates that from time to time the Academic Policies Committee must review academic policies; however, APC is behind in carrying out a thorough review. Chair P. Walker proposed that the APC committee members go to the Salem State webpage and use the search tool for academic policies, select the first result which provides a quick link to three documents: 1. Academic information; 2. Academic Policies; 3. Academic Support Services. He recommended downloading the documents for review, reading them, and then parsing out what is up-to-date from what isn't current. Chair P. Walker asked the committee to look for contradictions and/or discrepancies. The committee will then decide how to create a proposal to approve a revised edition

of academic policies. Chair P. Walker recommended that the committee ensure that the University's policies are aligned with the current times.

J. Cambone stated that when President Keenan charged the APC committee he asked that we consider whether our policies and procedures are effective in moving students to graduation. He also stated that last semester a group of administrators reviewed recent literature on student success factors and that they reviewed research on Hispanic Serving and Black institutions and that the group is now charged to review across-the-board policies, procedures and traditions that the University should undertake to revise that would improve the overall student experience. The group read research from the Educational Advisory Board (EAB) that focused on different aspects of student success. The group then met with the supervisory staff from offices serving students from across Campus, i.e. the Center for Academic Excellence, the Student Navigation Center, TRIO, Student Life, etc. The group also met with focus groups of 50 staff members who work directly with students and inquired about barriers.

J. Cambone recommended that these committees work together and share literature. He also stated that research indicates that universities that have the greatest impact on student success used existing resources. J. Cambone proposed that we read together four reports. He also suggested this effort to the chair of the student affairs committee and recommended that the committees come together and discuss the research in December. J. Cambone stated that this information will provide an understanding of student success practices that have an impact and provide context as we review policies.

P. Walker suggested that the committee undertake a review of academic policies, not just at Salem State but with an eye on practices that work in the field and that we would have the benefit of the research behind our decisions. J. Cambone provided an example: The class withdrawal process which can lead to a downward spiral as it not only impacts progression, but also financial aid. He stated that there is research that shows a change in the withdrawal process can impact the number of students on probation. P. Walker asked if there were any objections to the committee's reading and reviewing this material. C. Fowler asked how much documentation we would have to read. J. Cambone responded that the shortest paper is 43 pages, the longest is 100+, including graphs, appendices, case studies. He also stated that each report might take an hour to read.

P. Walker suggested that the committee divide into four groups. J. Cambone recommended that the committee read the research by the end of December. Chair P. Walker mentioned that this was during finals and committee members would have to check their calendars. Chair P. Walker recommended that the committee should read the existing policies found on the web and the EAB report by November 30 and be aware that APC might schedule an additional December meeting to review. Chair P. Walker then asked if there were any objections or suggestions. There was general agreement that this would assist with the APC's

	<p>policy review. J. Cambone recommended counting off in groups of four and that he will send the articles to the groups. J. Cambone stated that he will create a team site in the new office 365 environment and will send an email.</p> <p>Group 1: J. Gustafson; S. Kitanov; K. Neville; C. Zoppel; M. Bashir Group 2: B. Galinski; M. Krugman; A. Rosenthal; C. Vincent; A. Darien Group 3: J. Cambone; M. Davila, E. Gordon; S. Moore; H. Guo Group 4: C. Fowler; S. Mana; K. Pangallo; J. Silveira; P. Walker</p> <p>C. An Update Conversation on Reading Competency Chair P. Walker stated that a proposal will be coming on changes to the reading competency requirement and that the current policy states that students should meet the reading competency in their first 30 credits. The committee then discussed some of the possible options being proposed to satisfy the requirement. K. Pangallo asked if this is a matter of bureaucracy or if students really can't read. J. Cambone responded, "yes and yes," and that the University has a procedure in place for math and writing, but not reading. He also mentioned that there was a proposal floated out this week that is causing some discussion and that the decision to implement the Accuplacer at orientation is a student affairs policy as the programming will have to allot time for the reading test. J. Cambone mentioned that he is working on a new proposal where students complete an introductory college-level course and possibly take another one credit course outside as a corequisite. Chair P. Walker stated that the curriculum committee would have to weigh in on this. J. Cambone mentioned that quick implementation is critical as this is impacting many students and is keeping some from graduating on time so he is working hard to get the proposal out and vetted. Chair P. Walker inquired how folks can provide input. J. Cambone suggested that they reach out directly to him. Chair P. Walker suggested that M. Miller, Registrar, should be part of the conversation. J. Cambone confirmed that she is involved.</p>
<p>V.</p>	<p>Adjournment</p> <p>Motion: Motion to adjourn. Motion made by: C. Fowler Seconded by: S. Mana</p> <p>Vote: Motion passed unanimously.</p>
<p>Adjourned</p>	<p>at 4:20 p.m.</p>

Respectfully submitted,
 Bonnie Galinski
 Assistant Vice President for Enrollment Management

Next Meeting: Thursday, November 2