

Academic Policies Committee	
Minutes	
Thursday, March 22, 2018	
Ellison Campus Center, Underground	
Meeting: APC 2017/2018: 10	
Convened	The meeting convened at 3:19 p.m.
Attending	Mercy Bashir, Clarke Fowler, Bonnie Galinski, Joseph Gustafson, Marty Krugman (vice-chair), Sara Mana, Sara Moore, Kristin Pangallo, Arthur Rosenthal, Cindy Vincent, Peter Walker (Chair), and Carol Zoppel
Guest(s)	Kenneth Ardon (Economics); Lisa Johnson (Social Work); Megan Miller (Registrar's Office); Samuel Ohannesian (Center for Academic Excellence)
I.	<p>Chair's Report</p> <p>P. Walker recommended that committee members read the email from M. Miller in order to help determine issues that the Academic Policies committee should consider in the future.</p>
II.	<p>Approval of the Minutes of 2/22/2018</p> <p>Motion to approve minutes, as revised: Motion made by K. Pangallo Seconded by C. Fowler The motion passed unanimously with 3 abstentions.</p>
III.	<p>Old Business</p> <p>Motion to approve 2019:2020 Academic Calendar (18:217) and 2020:2021 Academic Calendar (18:218), as revised:</p> <p>Motion made by B. Galinski Seconded by C. Zoppel</p> <p>One revision involved changing references to "Last Day to Withdraw from Full Semester Course – Undergrad" to "Last Day to Withdraw from Full Semester Course", because the withdrawal deadlines for undergraduate and graduate courses will be the same in the future.</p> <p>Another issue involved the Full Semester Add /Drop period ending on September 10, 2019, which is before the first class meeting for Monday classes in the Fall 2019 semester. P. Walker asked whether, in semesters where the calendar means that a Monday class might not meet for the first time until after the end of Add/ Drop, students who want to add or drop should see somebody such as the department chair or the Registrar's Office. M. Miller said it would be good to let students know that this possibility existed.</p> <p>Another issue involved the policy for October 31, where there are "no classes DGCE", with a DGCE Makeup Day for October 31 specified in 2019 (namely, November 1, 2019) but no Makeup Day specified in 2020. The 2020 Calendar just says, "Make up online or by arrangement." P. Walker asked for the 2019-2020 Calendar to be revised to specify November 1, 2019 and November 1, 2020 as "DGCE Makeup Day for October 31 (as needed)."</p> <p>Another question involved whether this change would set a precedent for other holidays. M. Miller explained that we are required by the state to meet guidelines for instructional</p>

	<p>days, and we are required by our accrediting body to meet certain requirements for our contact hours. Hence, the Academic Calendars need to specify make-up days for other holidays such as Presidents’ Day and Patriots’ Day, to align with expectations for contact hours. P. Walker noted that the cancellation of DGCE classes on October 31 is comparable to what happens on a snow emergency. The motion passed unanimously with 1 abstention.</p> <p>Motion to approve Military Leave Policy (18:228): Motion made by B. Galinski Seconded by S. Moore P. Walker noted that this policy, if approved, would appear in the SSU online undergraduate catalog immediately after the existing leave of absence policy. One question involved whether grades of Incomplete given according to this policy would adversely affect whether the students involved are considered to be making satisfactory academic progress. M. Miller noted that the policy could state, after the final paragraph, “In cases where students elect to receive incomplete grades, the students’ academic standing category will be calculated based on their prior term’s academic standing.” Another issue involved the references in the proposed policy to the option for students to “complete all course requirements prior to deployment/activation”, and whether that language should be changed in order to clarify that students could complete course requirements in some courses and receive grades of Incomplete in some courses, instead of being required to either complete all course requirements in all courses, or else have grades of Incomplete in all courses. Another issue involved the references to “Short term leave” and “Long term leave” in the proposed policy. M. Miller said that in the event service extends longer than initially planned, the student has the responsibility to contact the Veterans’ Affairs Office. Another issue involved what would happen if the military leave extended to 5 or 10 years or longer. S. Ohannesian said that federal legislation requires that veterans returning from military leave must be allowed to enter their program at the point at which they left, so any coursework successfully completed would have to apply to their program. M. Miller noted that Salem State would agree to grant a degree, even though the student might not be able to meet current requirements for external licensing.</p> <p>Motion to postpone action on this policy until the next meeting: Motion made by K. Pangallo Seconded by S. Moore The motion passed unanimously.</p>
<p>IV.</p>	<p>New Business Motion to approve the “Request to add life experience statement for social work undergraduate admissions and undergraduate catalog” (18:240), as revised: Motion made by C. Zoppel Seconded by S. Moore L. Johnson noted that this statement is a requirement of the Social Work accrediting body, and this policy needs to be shared with prospective students as well as current students. This statement, if passed, would go in the departmental narrative for the School of Social Work in the online undergraduate catalog. It will state, “Per the Council of Social Work Education Accreditation Standards, Salem State University School of Social Work does not</p>

	<p>grant social work course credit for life experience or previous work experience.” P. Walker noted that this motion would only affect undergraduate students, and the policy should be submitted to the Graduate Education Council to make it apply to graduate students. L. Johnson noted that the School of Social Work would still need to make decisions about what transfer credit it would accept.</p> <p>C. Zoppel asked whether this statement would be included on the admissions application itself. B. Galinski said that we couldn’t do that, because the application is relevant for all majors. There is a section on the website where the policies for each academic department can be found, and applicants could find this statement there.</p> <p>The motion, as revised, passed unanimously.</p> <p>Motion to approve “Allowing courses to be used for Economics Minor and a Major” (18:251): Motion made by S. Moore Seconded by B. Galinski</p> <p>K. Ardon explained that the rationale for the proposed change to the existing policy is that currently the university does not allow students to count an economics course towards both a major and an economics minor, which means that some students have to take more than 5 courses in economics to get the minor. This language would specify that any economics courses count towards the minor, regardless of whether they also satisfy any other requirement.</p> <p>The new proposed policy, as it would appear in the catalog, will state, “Economics Minor 15-18 credits hours. Students must have a 2.7 or above in ECO201 and 202 or permission of the department chair to be accepted into the Economics minor. The program for the Economics minor consists of 15-18 credits. Credits earned in any Economics class may be used towards the minor, regardless of whether the course is also used to satisfy another major, support or general education requirement. While any such courses may be used to satisfy minor requirements, the credits may only be counted in one place.”</p> <p>The motion passed unanimously.</p>
<p>V.</p>	<p>Adjournment</p> <p>Motion to adjourn. Motion made by K. Pangallo Seconded by C. Fowler The motion passed unanimously.</p>
<p>Adjourned</p>	<p>At 4:32 p.m.</p>

Respectfully submitted,
 Arthur Rosenthal (Mathematics)

Next meeting: April 5, 2018 at 3:15 pm