

Academic Policies Committee	
Minutes	
Thursday, April 19, 2018	
Ellison Campus Center, MLK room	
Meeting: APC 2017/2018:12	
Convened	3:21 p.m.
Attending	Mercy Bashir, Andrew Darien, Bonnie Galinski, Joseph Gustafson, Severin Kitanov, Marty Krugman, Sara Mana, Sara Moore, Kathy Neville, Kristin Pangallo, Arthur Rosenthal, Cindy Vincent, Peter Walker, Carol Zoppel.
Guest(s)	Scott R. James (Executive Vice President), Megan Miller (Registrar), Julie DeFilippo (Social Work)
Attached documents	3 proposals: 18: 258 (tabled), 18:261 (approved), 18:262 (approved)
I.	<p>Chair's Report</p> <p><u>Motion to approve minutes from April 5, 2018:</u> S. Kitanov <u>Seconded by:</u> K. Pangallo</p> <p>Motion passes with 11 votes in favor of approval and 2 abstentions.</p> <p><u>Motion to change the order of the day to go from old to new business:</u> B. Galinski <u>Seconded by:</u> S. Mana</p> <p>Motion passes unanimously.</p>
II.	<p>Spring Meeting Dates: May 3</p>
III.	<p>Old Business</p> <p>A. Academic Policies & Information</p>
IV.	<p>New Business</p> <p>A. New Internships Policy, Proposal 18:258</p> <p>B. General Education Requirements for Students Transferring from Discontinued Institutions of Higher Education, Proposal 18:261</p> <p>C. Minimum Grade in Social Work Support Courses, Proposal 18:262</p> <p><u>Motion to approve proposal 18:258:</u> B. Galinski <u>Seconded by:</u> K. Pangallo</p> <p><u>Overview:</u> Scott James offers a short history of the origin of the proposal. The task force charged with developing the new policy tried to steer clear from administrative and computing-based specifics. There are still operational elements</p>

that need to be addressed. K. Pangallo: Question about the link that will be used to record/report internships—“Career Services Viking Link powered by Handshake system.” Should this specific link info be included in the official description? S. James: Perhaps the description can just say generally “Career Services Internship System.” S. Mana: Can a student have an internship for both credit and payment? S. James: Yes. After request to circulate names of members of task force behind internship policy, S. James passes around a list of the task force membership. A. Darien: Who will be doing the listing/recording? S. James: Career Services will be responsible for doing so. C. Vincent: What is the turnaround time to register for an internship? S. James: Relatively quick. A call to Career Services can be placed in order to expedite an internship registration request. The System will accommodate information coming from multiple sources. K. Pangallo: Is it someone’s specific job to provide help and advice to students with questions about internships? S. James: Yes, at least three people currently are responsible for providing expert help. A. Darien expresses concern about the restrictive language of # 3. Does the student have to wait to register until the internship has been recorded? Since certain internship relationships appear only *ad hoc*, how can a general policy do justice to internships tailored to fit very specific department/faculty relationships with contact personnel? S. James: The intent of the policy was to come to terms with the different ways in which internships become available, e.g. through departments and/or as a result of a student’s own investigative work. K. Pangallo stresses that it is important to clarify the double function of the software—(a) to record where a student is, and (b) to advertise. Questions follow about how to interpret the amount of internship hours (item # 8): 36-45 hours of work per semester for each academic credit awarded. M. Miller: It is better to have the total amount of hours per credit so as not to confuse students and let them know what to expect. K. Pangallo: The policy should also clarify that a reflective piece (within the “Best practices” section) is not required for an internship if it is paid but not taken for credit. M. Miller: Departments should have a dedicated course number for an internship. C. Vincent: How does best practice # 2 work in terms of accountability? S. James: Where possible, the internship site should be visited by the faculty member. P. Walker: Did the committee look at where the internship policy overlaps with the MSCA contract? Faculty workload and what can be evaluated in faculty personnel actions are all spelled out in the MSCA contract. **Recommendation:** Let not APC approve a policy different than what’s in the contract, to avoid grievances. P. Walker: Why is it necessary for the Dean to approve internships if they are currently approved only by department chairs? M. Miller/S. James: The Dean will be approving only the workload and will not be looking at the content of the internship. A. Rosenthal highlights some typographical and punctuation errors in the document. K. Pangallo suggests change to the language of # 6 “Following approval by the Dean’s Office...” P. Walker: What is meant by “evaluations” in item # 10—*who* is being evaluated and *by whom*? P. Walker: It appears that the proposal involves Career Services too much into academic issues. Also, isn’t this policy creating more avoidable paper-work for faculty, department chairs, and academic deans? M. Miller: People simply do not comply with providing the

information for on-going internships but we do need as an institution to have a centralized depository for our students in order to mitigate various risks. K. Pangallo: How should the difference between the language of # 1 and # 6 be understood? Is registering for the course different from registering the internship? Does the internship have to be registered first before a student registers for the course? Currently, the internship doesn't have to be registered for a student to register for an internship course. P. Walker: Should the best practices paragraph appear in the catalog? S. James: Yes. P. Walker: Considering the number of concerns raised by the proposal, especially about an increased amount of paperwork for already increasingly burdened faculty and chairpersons. Is there not a way to achieve the two goals of knowing what internships are available and where interns actually are, physically speaking, while carrying out their work without placing new bureaucratic burdens on the academic side of the university? Wouldn't it be better to postpone discussion and approval of the proposal until more clarity is achieved in the current language of the proposal? P. Walker also expressed his concern about the feasibility of a support service, such as Career Services, becoming inordinately entangled in an academic program.

Motion to table proposal 18:258 and a recommendation to S. James to continue working on the proposal: C. Zoppel

Seconded by: S. Kitanov

Motion passes unanimously.

Motion to approve General Education Requirements for Students Transferring from Discontinued Institutions of Higher Education, proposal

18:261: S. Moore

Seconded by: K. Pangallo

Overview: M. Miller explains that the point of the proposal is to be able to assist students in the critical situation of a school closing in their transfer, treating students as if they are coming from a Massachusetts public institution. Questions are raised regarding the territorial scope (U.S., Massachusetts, New England?) and timeline of the policy. M. Miller specifies a timeline of 1-5 years, open to interpretation in light of future circumstances. As far as territorial inclusion, the policy can be applied to any school within U.S. territory.

Motion passes unanimously.

Motion to approve Minimum Grade in Social Work Support Courses, Proposal 18:262: S. Kitanov

Seconded by: K. Pangallo

There being no concerns regarding the proposal, motion passes unanimously.

	Before the conclusion of meeting, P. Walker requests that committee members report back via e-mail to him prior to the final meeting of the committee with respect to tasks assigned in “Academic Policies Queries” and “Academic Policies Queries Checklist” (see “Academic Policy Diagnostic” in minutes of meetings for April 5).
V.	<p>Adjournment</p> <p><u>Motion to adjourn:</u> K. Pangallo <u>Seconded by:</u> B. Galinski</p> <p>Motion passed unanimously.</p>
Adjourned	at 4:34 p.m.

Respectfully submitted bt,
Severin Kitanov (Philosophy)
Next Meeting: Thursday, May 3