

Academic Policies Committee	
Minutes	
Thursday, January 24, 2019	
Viking 123, Central Campus	
Meeting: APC 2018/2019:06	
Convened	3: 17 p.m.
Attending	Annette Chapman-Adisho, Meghan DeVeau, Gina Curcio, Cathy Fahey (vice-chair), Ethel Gordon, Joseph Gustafson, Jacy Ippolito, Sara Mana, Courtney Orelup, Kristin Pangallo, Jeramie Silveira, Lamont Simmons, Peter Walker (Chair), Minesha Washington
Guest(s)	Megan Miller, Registrar; Julie Whitlow, Assistant Provost; Neal DeChillo, Associate Provost; Julie Kiernan, Dept. of Theatre and Speech; Ryan Fisher, Dept. of Biology; Shawn Wolfe, Associate Director Center for International Education
Documents (attached)	Approved amended and corrected policy proposals (19:231 and 19:233)
I.	Chair's Report None.
II.	Spring Meeting Schedule February 7, 2019-MLK Room February 21, 2019-Presidential Conference Room March 7, 2019-Presidential Conference Room March 21, 2019-Viking 123 April 4, 2019-Presidential Conference Room April 18, 2019-Presidential Conference Room May 2, 2019-Viking 123
III.	Approval of the Minutes of November 29, 2018 By email.
IV.	Old Business Peter Walker presented the academic calendars for 2019-2020 and 2020-2021 for the committee to consider in light of our discussions in the fall about guidelines for establishing the academic calendar. These two academic calendars are just for review. A. AY2019-2020 Academic Calendar 19:245 B. AY2020-2021 Academic Calendar 18:218 Course Information Policy (postponed at meeting of Nov. 15) 19:231 Kanishkan Sathasivam was not able to attend. Neal DeChillo is attending to speak on behalf of this course policy. The course policy was developed to help with the process of General Education recertification. Discussion of this proposal was postponed two meetings ago.

<p>Vote</p>	<p>There was discussion of the policy’s acceptance of English 102 or English 110. After discussion it was agreed that the policy could express this provision by stating “a first year composition course equivalent to SSU’s ENL 110.”</p> <p>The committee made three language clarifications. The proposal’s original language under exemptions was revised from:</p> <p>Approved Options</p> <ol style="list-style-type: none"> 1. Students who receive a score of 470 or higher on the SAT Evidence-based Reading/Writing section 2. Students who successfully completed English Writing II (English 102 or second semester college English) with a grade of B or higher at an accredited college in the U.S. as shown on a transcript. 3. Students who graduate with an IB diploma are exempt from providing proof of English proficiency. <p>Countries</p> <p>If you have received a high school, bachelor’s, master’s, or doctorate degree from an institution in the United States or a country listed below, an English proficiency examination is not required.</p> <p>To:</p> <p>Approved Options</p> <ol style="list-style-type: none"> 1. Students who receive a score of 470 or higher on the SAT Evidence-based Reading/Writing section 2. Students who have successfully completed a first-year English composition course equivalent to Salem State’s ENL 110 with a grade of B or higher at an accredited college in the U.S. as shown on a transcript. 3. Students who graduate with an International Baccalaureate (IB) diploma are exempt from providing proof of English proficiency. <p>Countries</p> <p>For students who have received a high school, bachelor’s, master’s, or doctorate degree from an institution in the United States or a country listed below, an English proficiency examination is not required.</p> <p>Motion passed unanimously.</p> <p>B. Biology Nuclear Medicine Technology Program Dismissal Policy 19:234 To be discussed after the discussion of 19:235.</p>
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<p>Motion</p>	<p>C. Biology Nuclear Medicine Technology Program Professional Conduct Policy 19:235 Motion to approve this proposal: Meghan DeVeau Seconded by: Sara Mana</p> <p>Ryan Fisher from the department of biology explained the need for this policy. In a recent reaccreditation process, the accreditors noted that the Nuclear Medicine Technology program did not have a professional conduct policy. There was only a brief statement in the program materials. Further discussions between clinical staff at the hospitals and faculty in the department resulted in the decision to produce a clearer, fuller statement of policy. In developing this policy, biology looked at similar policies in nursing.</p> <p>Jeramie Silveira asked if the professional behaviors expected of students were taught in any class setting in the program. She noted that the Occupational Therapy program has put in a 1-credit seminar to prepare students before they go into their field work.</p> <p>Sara Mana asked where the other policies referenced at the bottom of this policy were located. Ryan Fisher responded that these are written policies that are available on a biology CANVAS site.</p> <p>Peter Walker noted that the committee could recommend that all these policies should appear on the website on the Biology department’s page.</p> <p>Kristin Pangallo raised questions about the expectations listed related to ensuring patient welfare and avoiding bias.</p>
<p>Motion</p>	<p>Peter Walker suggested that we postpone this discussion until Ryan Fisher and representatives of the Academic Policies Committee had revised the proposal’s language as discussed in the committee’s session today.</p>
<p>Vote</p>	<p>Motion to postpone action. Moved: Lamont Simmons Seconded: Ethel Gordon</p>
<p>Motion</p>	<p>Passed unanimously.</p>
<p>Motion</p>	<p>Motion to postpone further action on the NMT dismissal policy. Moved: Meghan DeVeau Seconded: Sara Mana</p>
<p>Vote</p>	<p>Passed Unanimously.</p> <p>D. SSU Undergraduate Global Engagement Seal 19:238</p>

Motion	<p>Peter Walker notes that there are serious issues about governance and contractual issues for faculty members in the creation of this new type of credential at Salem State. The All University Committee has instructed the University Curriculum Committee to define more clearly distinctions between Major, Minors, and Certificates. This same directive is coming to Academic Policies Committee. The university governance committees will also have to define what constitutes a Seal before they can act upon specific seal proposals.</p> <p>Motion to approve this proposal: Moved by Annette Chapman-Adisho Seconded by Gina Curcio.</p> <p>Julie Whitlow spoke to the motion. She noted her background as a faculty member before coming to her present role as assistant provost. She also noted her early involvement in the campus internationalization plan. Julie Kiernan and she have researched similar programs at other universities. She does not see defining a seal as difficult. The registrar’s office (Megan Miller) has also indicated that a seal can be included on a student’s transcript.</p> <p>This proposal allows students to participate on- and off-campus in courses/activities that engage them in global concerns. The proposal also considers the administration of this seal.</p> <p>Lamont Simmons asked if there is funding for economically disadvantaged students to travel abroad. Julie Whitlow described a variety of financial support opportunities for economically disadvantaged students that can make the experience no more expensive than studying at Salem State.</p> <p>Peter Walker raised the issue of the length of the trip required. Julie Kiernan noted that faculty-led Spring break trips do qualify.</p> <p>Julie Kiernan noted that the Global Engagement Seal provides an additional incentive for students to study abroad and engage in global issues in their coursework and university career.</p> <p>Peter Walker raised several important issues related to the creation of this seal.</p> <ol style="list-style-type: none"> 1) An administrative office cannot designate the use of a course. 2) Programs are usually under the direction of a faculty member (Julie Whitlow clarified that the program would be under the direction of the Faculty Fellow for Global Engagement). 3) The use of courses needs to be submitted to the Undergraduate Curriculum Committee via the All-University Committee. The proposal needs to take this into account. It cannot change contractual procedures. 4) The creation of a new credential—a seal—needs to be submitted to governance before a specific seal can be approved.
Motion	
Vote	<p>Peter Walker asked for a motion to postpone further work</p>

	<p>Moved : Meghan DeVeau Second: Ethel Gordon Passed with 1 no and 1 abstention</p> <p>E. School of Nursing Readmission Criteria 19:243</p> <p>F. School of Nursing Criteria for Change of Major/Internal Transfer Students 19:244</p>
<p>V. Motion</p> <p>Vote</p>	<p>Adjournment Motion to adjourn. Motion made by: Meghan DeVeau Seconded by: Annette Chapman-Adisho Motion passes unanimously.</p>
Adjourned	at 4:35 p.m.

Respectfully submitted,
Annette Chapman-Adisho

Next Meeting: February 7, 2019-MLK Room