

Academic Policies Committee	
Minutes	
Thursday, November 1, 2018	
Ellison Campus Center	
Meeting: APC 2018/2019: 4	
Convened	3:15 p.m.
Attending	Joseph Cambone, Elisa Castillo, Annette Chapman-Adisho, Meghan DeVeau, Gina Curcio, Cathy Fahey (vice-chair), Bonnie Galinski, Ethel Gordon, Joseph Gustafson, Sara Mana, Becky Martini, Sara Moore, Courtney Orelup, Kristin Pangallo, Lamont Simmons, Peter Walker (Chair), Minesha Washington
Guest(s)	Joanna Gonsalves, Megan Miller, Steve Young, David Goodof
Documents (attached)	
I.	<p>Chair’s Report</p> <p>Peter Walker brought the meeting to order and suggested that the committee start with the approval of minutes.</p>
II.	<p>Approval of the Minutes of Thursday, October 18, 2018.</p> <p>Motion: Elisa Castillo Seconded: Meghan Deveau</p> <p>A few typographical errors were brought to the committee’s attention. The Committee unanimously passed the minutes as corrected with three abstentions.</p>
III.	<p>Old Business</p> <p style="padding-left: 20px;">A. Academic Calendar Rules and Guidelines for Drafting Calendar 19:020</p> <p>Motion to approve the Rules and Guidelines for drafting the Academic Calendar.</p> <p>Motion: Cathy Fahey Second: Sara Moore</p> <p>Discussion:</p> <p>Peter Walker initiated the discussion by requesting a summary from Bonnie Galinski. Galinski discussed how she made updates to the guidelines for creating the calendar, codifying the process and philosophies used to determine how the calendar is structured. The existing policy dates from 1998. Megan Miller pointed out that certain aspects of the existing policy are artifacts of DGCE courses being separated from the other courses, and since this is no longer the case the guidelines require updating.</p> <p>Halloween and Add/Drop were both discussed as particular areas that needed attention and updating, and the discussion focused on Halloween and our particular needs in Salem. Although Halloween isn’t an official holiday, it is unreasonable to expect people to come to campus that evening, and the committee worked on getting the right language to reflect this:</p>

	<p>“On October 31 (Halloween), face-to-face classes that meet at or after 4:30 pm on campus are cancelled. Classes that normally continue past 4:30 pm, end at 4:30 pm on Halloween.”</p> <p>Discussion then turned to the start of the spring semester and the difference in the number of teaching days between the fall and spring semesters. The requirement that we schedule 155-160 instructional days each year comes from the MSCA contract, and instructional days are defined as teaching days, advising days, reading days, and final exam days. Orientation days that occur between September 1 and May 31 do count as instructional days. The June and August orientations do not count. Guests Joanna Gonsalves and David Goodof spoke on the importance of the instructional days between semesters, stating that these days are valuable to faculty, students, and staff in preparing for the spring semester. Discussion followed about how to fit in 9 instructional days between the fall and spring semesters. Peter Walker pointed out that the days between Dec. 24 and Jan. 2 are not “counted” according to the MSCA contract, and that if we were to try to count these as days for calculating the minimum length of the winter break it could be a violation of the contract. Bonnie Galinski added that she brought up the challenge of a sufficiently long winter break at a state meeting to learn how other universities were handling it and found that our sister institutions are also all struggling with it. Galinski also examined other state university start dates and found that only SSU begins its spring 2019 semester so early in January.</p> <p>Gonsalves pointed out another concern, about the imbalance of teaching days between the two semesters. Many faculty and staff remarked that they had also found this concerning and challenging and that it led to an unequal experience between the fall and spring classes. It was pointed out that the reason for this unevenness comes from how holidays fall each year and requirements built into the contracts: starting on Sept. 1, finishing on May 31, and the number of required instructional days. Gonsalves suggested that guidelines state that SSU should schedule as many instructional days as possible in December, clarify when the earliest possible start date in January should be, and add advising days between end of spring semester and graduation.</p> <p>Joseph Cambone summarized the discussion: All efforts should be made to balance the teaching days between fall and spring semesters. All efforts should be made to start spring classes in the middle of January. Repurpose advising days to balance out the discrepancies between competing aspects of the calendar and contract.</p> <p>Gonsalves requested language in the guidelines to address the different end dates between day courses and DGCE courses, and pointed out that the discrepancy is particularly problematic for cross-listed classes.</p> <p>Walker and Galinski suggested that the committee POSTPONE further discussion due to time constraints.</p> <p>Motion to POSTPONE to next meeting (November 15, 2018). Motion: Sara Mana Second: Lamont Simmons</p>
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Vote: Unanimous to postpone.

B. Undergraduate Academic Progression Policy

19:134

Motion to approve the School of Nursing’s Undergraduate Progression Policy.

Motion: Becky Martini

Second: Gina Curcio

Discussion:

Courtney Orelup summarized the reasons for the changes and what changes were made. Briefly, the Massachusetts Board of Registration in Nursing visited the School of Nursing and recommended improvements to department policies. The department has made these changes as they had also found that changes were needed. The previous policy was disjointed and difficult to follow, and most of the changes are related to re-organizing the information to clarify the departmental policies. Orelup then summarized the changes: most related to clarification of policy.

Megan Miller stated that it is important that there be language on how the withdrawal procedure was applied to students for future records, that the stated policy was not specific enough between School of Nursing withdrawal standards and university-wide withdrawal standards: “Notification will be made to the Registrar if a withdrawal constitutes a nursing failure.” The committee changed the language (below, in bold):

1. Course withdrawal from any nursing course in which the student has a grade of < 77% at the time of withdrawal or a course withdrawal after the withdrawal deadline will constitute a failure of that course. **The registrar will be notified if the course withdrawal constitutes a nursing failure.**

A course dropped during the add-drop period will not appear on the student transcript. For any nursing course withdrawal after the add/drop period, but before the withdrawal deadline, in which the student has a grade of 77% or greater, the student will receive a “W” on their transcript.

Elisa Castillo suggested changes to the language on the immunization policy to ensure that this language be consistent with that of the Department of Counseling and Health Services (below):

The Salem State University School of Nursing has developed an immunization policy that builds upon the SSU Immunization Policy, which is implemented by Counseling and Health Services, as well as the Massachusetts State Law and Massachusetts Department of Public Health recommendations for Health Science Students.

	<p>Peter Walker then suggested a few changes to make the language of dates and fees more general to ensure that the policy will not require updating due to future changes in fee structure. He also suggested that the wording be modified surrounding repetition of science courses to clarify that no more than one science course can be repeated, but that students are not required to repeat a science course.</p> <p>VOTE: The motion to approve the proposal as corrected passed with one abstention.</p> <p>Along with Motion A (19:020), which was postponed to the next meeting, the next three motions will continue as Old Business for the next meeting, November 15:</p> <p>C. Request for Declaration/Change of Minor 19:144 D. Selection of Change of Concentration and Selection Options 19:145 E. Majors and Change of Majors 19:146</p>
IV.	<p>New Business None.</p>
V.	<p>Adjournment</p> <p>Motion to adjourn. Motion made by: Minesha Washington Seconded by: Meghan Deveau</p> <p>Motion passed unanimously.</p>
Adjourned	at 4:30 p.m.

Respectfully submitted,
Kristin Pangallo, Nov. 7, 2018

Next Meeting: November 15, 2018 (Viking 123)