

Academic Policies Committee	
Minutes	
Thursday, November 15, 2018	
Meeting: APC2018/2019:05	
Convened	Meeting convened at 3:17 pm
Attending	Annette Chapman-Adisho, Gina Curcio, Cathy Fahey, Bonnie Galinski, Ethel Gordon, Joseph Gustafason, Jacy Ippolito, Marty Krugman, Becky Martini, Sara Mana, Sara Moore, Courtney Orelup, Jamie Silveira, Steve Silvern, Kristin Pangallo, Lamont Simmons, Peter Walker (Chair), Minesha Washington.
Guest(s)	Megan Miller (Registrar), Rebecca Hains (Media & Communications and Curriculum Committee)
I.	<p>Chair's Report</p> <p>A. Chair P. Walker pointed out an error in the agenda in that the committee would not approve the minutes of 10/18 and that the minutes of the 11/1 meeting had been approved via email. He also reiterated the process for approving the minutes by email stating that the first communication is for feedback and edits only, followed by a revised copy of the minutes for an email vote to approve.</p>
II.	<p>Fall Meeting Schedule</p> <p>November 29, 2018 – Viking Hall 123</p>
III.	<p>Old Business</p> <p>A. Request for Declaration/Change of Minor, 19:144</p> <p><u>Motion</u> to approve proposal 19:144, Request for Declaration/Change of Major</p> <p>Made by: S. Mana</p> <p>Seconded: S. Moore</p> <p>DISCUSSION:</p> <p>M. Miller (Registrar) stated that the University is moving to increase the use of online forms and that the Registrar's Office has developed an online change of major/concentration/minor workflow to provide better service to students and to make the process of approving program changes electronic rather than paper-based. She stated that the policy has been rewritten to remove specific reference to the business process for declaration and that there will be training for faculty.</p>
IV.	<p>A. Chapman-Adisho asked why the change is authorized by the Chair. M. Miller responded that it isn't required and in the past both chairs had to sign off when students declared a minor, which created challenges and was eliminated; however, there is an advising component involved when declaring a minor.</p>

Chair P. Walker commented that there might be an opportunity to make a change to the policy and add language around advisors assisting in the choice of minors instead of the chair. M. Miller agreed that the content is outdated. J. Ippolito asked how chairs will be informed. M. Miller responded that some of the more complex majors won't be included in the online process, however, it will be similar to the Onbase process and in People Soft.

Chair P. Walker offered a couple of ways to proceed: 1. APC could make minor changes to the policy and agree to reserve discussion for another time to adjust the language in the policy; 2. A member can propose an amendment.

K. Pangallo recommended that the committee approve the policy around the method for processing the minors and review the policy content in the future.

Vote: In favor (16). Against (0). Abstentions (1)

Motion to organize a subcommittee to review content of the Declaration/Change of Minor Policy

Made by: K. Pangallo

Seconded: A. Chapman-Adisho

Subcommittee will consist of M. Miller, Chair P. Walker, A. Chapman-Adisho, M. Washington.

VOTE: Motion passed unanimously.

B. Selection of Change of Concentration and Selection of Options, 19:145

Motion to approve the Selection of Change of Concentration and Selection of Options, 19:145

Made by: B. Martini

Seconded: L. Simmons

OVERVIEW:

The Registrar's Office has developed an online change of major/concentration/minor workflow to provide better service to students and to make the process of approving program changes electronic rather than paper-based. The policy has been rewritten to remove specific reference to the business process for declaration. The policies have also been combined as many departments are using options and concentrations interchangeably, tracking them in the same way.

K. Pangallo asked about the timing of when a student chooses a concentration and that it might not happen during the sophomore year. A. Chapman-Adisho asked a similar question and inquired whether it would be clearer to list the number of credits earned instead of the academic standing. M. Miller had no objection to this change. Chair P. Walker suggested that this would be a change

to the proposal and that an amendment should be made to include the language.

A. Chapman-Adisho proposed amending the language about what constitutes “end of the first semester of the Junior year,” but there was no second, so her amendment died. That was followed by C. Fahey’s proposed amendment:

Motion to amend: change “This should be done by the end of the first semester of the Junior year” to “This should be done by the end of the first semester of the Junior year (75 credits earned).”

Made by: C. Fahey

Seconded: A. Chapman-Adisho

Vote: In favor (16). Against (0). Abstentions (1). Motion to amend passed unanimously.

Vote: Amended motion passed unanimously, with 1 abstention.

C. Majors and Change of Majors 19:146

Motion to approve Majors and Change of Majors, 19:146

Made by: M. Krugman

Seconded: G. Curcio

OVERVIEW:

M. Miller commented that the Registrar’s Office has developed an online change of major workflow to provide better service to students and to make the process of approving major changes electronic rather than paper-based. The policy has been rewritten to remove specific reference to the business process for declaration.

K. Pangallo asked how this impacts prospective students. M. Miller responded that it doesn’t impact them as undeclared to declared majors should be speaking in the same terms and that undeclared students should be on track before their junior year. B. Martini inquired about the second paragraph referencing two departments. M. Miller responded that in some interdisciplinary majors there is multiple coursework so this language clarifies that students don’t need multiple signatures. There was some discussion around the language in the policy and M. Miller agreed to two small adjustments: 1) “... after they read junior status” to “... before they reach junior status” and “Chairpersons of the sponsoring departments will select one of their number as coordinator for the major” to “Chairpersons of the sponsoring departments will select a coordinator for the major.”

Vote: In favor (17). Against (0). Abstentions (0). Motion (with corrections) passed unanimously.

D. Academic Calendar Rules and Guidelines for Drafting the Calendar 19:020 (postponed from the 11/1 Meeting)

Motion to approve the Rules and Guidelines for drafting the Academic Calendar.

Made by: C. Fahey

Seconded: S. Moore

M. Miller stated that the guideline language was incorporated in the just-distributed revised proposal to reflect the conversation from the 11/1 APC meeting. A. Chapman-Adisho asked why the July 4 holiday isn't included. M. Miller responded that the original calendar was designed for the day school and since we are adding rules for the graduate and evening divisions, it makes sense to add the July 4 holiday. A. Chapman-Adisho also inquired about the add/drop period for the six week session to change it to one business day after the class has met. M. Miller responded that this is policy language that was previously approved. Chair P. Walker added that to make a change, it would be a change to the policy and should be submitted as a separate proposal.

A. Chapman-Adisho also inquired about the length of winter recess. M. Miller responded that guideline number seven addresses this concern. A. Chapman-Adisho asked that if we can't count the days between December 24 and January 9 into the 9 days that we should explicitly state that in the guidelines. Chair P. Walker referred to the MSCA contract, article I, "Definitions," which states that December 24 to January 2 do not meet the definition of "days." There was conversation around instructional vs. teaching days and adding specific language to ensure classes don't begin before January 11 by using advising days. B. Martini asked if the guidelines could be more specific in how the semesters are balanced.

There was discussion around managing the semesters so that faculty are able to cover mandatory content in the fall and spring semesters by balancing the days. It was also noted that there are calendar years where contact hours are lost due to Labor Day starting late. A. Chapman-Adisho recommended adding a bullet to the guidelines with language from the contract around the beginning and end of each semester for clarity.

E. Gordon asked about the length of fall 1 and 2 and spring 1 and 2. M. Miller responded six weeks. Chair P. Walker commented on the minimum number of days in number six, inquiring whether or not to add the language, *no fewer than 9 calendar days after January 2*. S. Mana recommended a key for the acronyms and aligning the styles.

Chair P. Walker alerted the committee to the time and commented on the importance of being thorough with the process as the guidelines could be used for years so the committee should not rush the process.

Motion to postpone the approval of the Academic Calendar Rules and Guidelines for Drafting Calendar, 19:020

Made by: A. Chapman-Adisho

Seconded: L. Simmons

Vote: In favor (17). Against (0). Abstentions (). Motion passed unanimously.

New Business

A. Course Information Policy, 19:231

Motion to approve the Course Information Policy, 19:231

Made by: E. Gordon

Seconded: M. Washington

OVERVIEW:

R. Hains stated that this semester members of the Salem State community began the process of recertifying the university's general education offerings. Over a five-year cycle, all the courses in each of the university's general education categories will be recertified via a procedure that was approved in Spring 2018 via the shared governance process.

Per the established procedures, the general education faculty fellow supports the recertification process. His or her responsibilities include (but are not limited to) 1) sampling the syllabi that each department is to review for recertification, and 2) ensuring that each sampled syllabus has been anonymized, with all references removed that would identify the section's instructor.

In implementing the new recertification process this semester, more than 250 syllabi were sampled and packaged by the general education faculty fellow for recertification review. The process of anonymizing syllabi proved challenging, as some faculty members include personally identifying information throughout their syllabi.

This year's faculty fellow, K. Sathasivam, expressed concern that if the process is going to be manageable it needs improvements so the faculty fellow doesn't have to spend hours combing through hundreds of syllabi (some as long as 20 pages) in an attempt to remove (but perhaps often missing) personally identifying information. One possibility explored but not wedded to was to create a course information policy that faculty only include their name on the first page of the syllabi.

B. Martini suggested adding the language "and not on subsequent pages" to clarify so it isn't misinterpreted. P. Walker asked what the fellow does with the first page. R. Hains responded that the fellow only has to look at the first page. M. Miller commented that there will be over 400 syllabi to review next year. P. Walker commented that he supports avoiding incidental evaluation but is against adding more restrictions on syllabi as it's not in the best interest of the students and can create unnecessary bureaucratic wasting of time. M. Krugman recommended having a formal cover page

	<p>for all syllabi that faculty would complete with the second and following pages containing no identifying information.</p> <p>C. Fahey asked how the committee gets the syllabi. R. Hains responded that it comes from the Deans' offices. C. Fahey suggested a separate repository to which faculty could submit themselves. R. Hains responded that they thought of this and felt that it would be unlikely that faculty would want to submit two versions of a syllabus as this would be burdensome. K. Pangallo inquired about visual syllabi. R. Hains responded that they also present a difficulty. A. Chapman-Adisho added that simplicity would be a good guide as faculty already submit to a department secretary and one place would be better, especially if one teaches multiple general education courses.</p> <p>Chair P. Walker asked the committee if they would like to postpone or continue discussion.</p> <p>Motion to postpone Course Information Policy, 19:231 until the next meeting Made by: C.Fahey. Seconded: J. Silveira</p> <p>Vote: In favor (15). Against (2). Abstentions (1).</p>
<p>V.</p>	<p>Adjournment</p> <p>Motion: Motion to adjourn. Made by: C. Orelup Seconded: S. Silvern</p> <p>Vote: Motion passed unanimously.</p>
<p>Adjourned</p>	<p>At 4:37pm</p>

Respectfully submitted,
 Bonnie Galinski, Assistant Vice President for Enrollment Management
 Next Meeting is November 29, 2018 – Viking Hall 123