

<b>Academic Policies Committee</b>	
Minutes	
Wednesday, September 2, 2015	
Office of the President, Meier Hall 316	
Meeting: APC 2015/2016:01	
Convened	10:15 a.m.
Attending	Joseph Cambone, Elizabeth Duclos-Orsello (Vice-Chair), Bonnie Galinski, Pamela Leong, Linda Nowak, Ken Reker, Arthur Rosenthal, Daniel Vierra, and Peter Walker (Chair).
Other Attendees:	Patricia Meservey (President), Steve Matchak (MSCA, Salem President), Vickie Ross (Academic Affairs)
<b>I.</b>	<b>Welcome and Self-Introductions</b>
<b>II.</b>	<p><b>Reflection of 2014-2015 Academic Policies Achievements</b></p> <p><b>A. Academic Integrity</b></p> <p>Chair P. Walker provided an overview of the committee's spring 2015 actions on the academic integrity policy. There have been reiterations of the academic integrity policy over the years. P. Walker recommended the formation of an APC subcommittee to review the academic integrity regulations. Provost Silva said he had signed off on a revised academic integrity policy, but would like an intentional review of the new policy in one year. President Meservey concurred.</p> <p><b>B. Academic Calendar</b></p> <p>President Meservey noted that on some campuses, instead of a single day of activities to usher in the new academic year, perhaps the college can spread out the activities over two days. So instead of a single day that includes convocation, one day can be devoted to administration and faculty development, and the second day can be devoted to students and the first-year experience.</p> <p>B. Galinski (Enrollment Management) suggested that APC finalize the academic calendars four years out, instead of two years out. This is more advantageous for parents and students in terms of scheduling.</p> <p>There was a suggestion that the add/drop period should be extended, to accommodate the students who take Monday-only classes. Another suggestion was to keep the add/drop period timeline but have an exception for Monday classes.</p> <p>A question was raised about whether or not the institution is required to observe both Veterans' Day and Columbus Day. Observing only one of these holidays would help expand the academic calendar. President Meservey will have her staff check on this.</p> <p>S. Matchak suggested extending spring break from one week to two weeks. This would allow for more travel and teaching opportunities, and would be more cost-effective than a one-week summer institute involving travel abroad. With this option, though, there</p>

	<p>was some concern about the alignment of day and evening classes. A question was raised about the extent to which the activities involved in the alignment process might affect policy work. There was also concern about continuity if spring break were two weeks. One option suggested is that for students not traveling abroad, the second week should be filled with equivalent applied activities.</p> <p>There was consensus that revisions to the course schedule would require input from both the curriculum committee and academic policies committee.</p>
<p><b>III.</b></p>	<p><b>Other Business</b></p> <p><b>A. Course Schedule</b></p> <p>Provost Silva suggested that Salem State rethink the course schedule so seminar days fall on Wednesdays instead of Mondays. This change in schedule would avoid the problem of excessive (Monday) holidays and the resulting truncated Monday class schedule.</p> <p>President Meservey mentioned that institute courses could be scheduled anytime, and that we could look at intersessional courses in January, as well as month-long courses.</p> <p><b>B. Advising Implementation Task Force</b></p> <p>Provost Silva recommended that the APC review the advising implementation task force outcomes. The task force made a few recommendations, but there may be restrictions as to what can be implemented because of the budget constraints. There was consensus that reviewing the advising implementation task force outcome is in the purview of APC, but All-University ultimately should determine which committee is most appropriate.</p> <p><b>C. PARCC Assessment</b></p> <p>According to J. Cambone, the Partnership for Assessment of Readiness for College and Careers (PARCC) results will be ready in November.</p>
<p><b>IV.</b></p>	<p><b>Election of Chair</b></p> <p>P. Walker was re-elected as chair of APC.</p> <p>P. Walker informed the committee that his fall 2015 schedule includes a class that meets during the APC meeting time (Thursday at 3:15 p.m.). It is therefore important that the committee have a vice-chair with significant experience and leadership skills.</p> <p>It was also mentioned that some of the meetings could be held virtually.</p>
<p><b>V.</b></p>	<p><b>Election of Vice-Chair</b></p> <p>E. Duclos-Orsello was elected as Vice-Chair for fall 2015. She will not be able to serve for spring 2016, however. It was agreed that APC will elect another vice-chair for spring 2016.</p>
<p><b>VI.</b></p>	<p><b>Appoinment of Recorder(s)</b></p>

	P. Leong and B. Galinski volunteered to serve as recorders on a rotating basis. A 3 <sup>rd</sup> recorder will be sought.
<b>Adjourned</b>	at 11:00 a.m.

Respectfully submitted,  
Pamela Leong