

Academic Policies Committee	
Minutes	
Thursday, October 6, 2016	
Metro Room Ellison Campus Center	
Convened	Meeting convened at 3:15 pm
Attending	William Cornwell, Joseph Cambone, Bonnie Galinski, Hongtao Guo, Marty Krugman, Rebekah Lapwood, Pamela Leong, Victoria Morrison (Vice Chair), Linda Nowak, Van Pham, Arthur Rosenthal, Steve Silvern, Peter Walker (Chair).
Guest(s)	Gail Gasparich (Dean School of Arts & Science), Tad Baker (General Education Faculty Fellow), Ron MacTaylor (Chemistry), and Megan Miller (Registrar)
I.	Approval of Minutes Minutes from the 9/22/2016 meeting were distributed over email and approved on October 2, 2016.
II.	Chair's Report Chair P. Walker pointed out that the results from the class scheduling survey were sent to the committee. He stated that he has concerns around the Test Optional pilot program that was implemented for freshmen applicants entering in the Fall 2016. He also mentioned that the issue of academic integrity that we thought the library committee was pursuing did not encompass items that benefit students and that the committee should look into broader issues around this topic.
III.	Standing Sub-Committees: Request for Volunteers A. Selective Retention B. Academic Calendar
IV.	New Business
Motion	There was a motion to adjust the order of the agenda and discuss 17:031, General Education Substitutions Policy first and 17:030, Change to Free Elective Policy second. Made by: J. Cambone Seconded by: M. Krugman
Vote	The motion passed unanimously.
Motion	C. General Education Substitution Policy 17:031 Motion to approve Proposal 17:031 Made by: M. Krugman

Seconded: J. Cambone

OVERVIEW: M. Miller (Registrar) stated that the general education curriculum came to fruition on September 1, 2016 with over 300 courses; however there isn't clarity on who is authorized to approve substitutions and this is creating challenges for transfer students. There are courses that departments aren't moving forward as gen ed courses and as a result, we often have courses transferred to Salem State that satisfy gen ed requirements at sending institutions but only count as free electives at Salem State (i.e., Anatomy & Physiology 1&2 don't satisfy the scientific reasoning requirement, and History doesn't carry a human past designation). As a result, this is creating barriers for students and some choose to attend another institution. T. Baker (General Education Faculty Fellow) added that courses transferred under the transitional model were accepted; however as of September 1, we no longer have flexibility. Fifty percent of our students transfer to Salem State and research has shown that an average transfer student has 137 credits when they graduate. He also stated that the general education committee discussed and unanimously passed that the faculty fellow or program chairs can approve the substitution.

DISCUSSION:

M. Krugman asked that since the faculty fellow isn't a permanent position and if it is vacant in a semester, how would that stop the policy from being acted on or does there need to be modification in the policy?

P. Walker (Chair) commented that it seems there should be three layers of approval.

M. Krugman stated that this seems to be an item that would be appropriate for the registrar's office to make the decision. M. Miller (Registrar) added that they would be happy to do so. T. Baker (General Education Faculty Fellow) added that it is important to have the Registrar office involved. M. Miller (Registrar) stated that she initially met with faculty on the general education curriculum committee and transfer credits and that the chairs assigned the general education designation. V. Morrison (Vice Chair) asked if these decisions could be listed in a data base. M. Miller (Registrar) commented that this policy would create a mechanism to make that possible. S. Silvern added that the data base will eventually allow automation.

P. Walker (Chair) asked if the policy should state that all three people have the power to approve the substitution and if the list is small, can we ask the department to make it a gen ed course and fast track the process? V. Morrison (Vice Chair) commented that some of the courses are limited to certain populations. G. Gasparich (Dean, Arts & Sciences) added that courses are limited to specific majors due to space constraints.

J. Cambone stated that this impacts many of our transfer students with high GPAs and gave an example of an incoming transfer student who needed to take 7 additional courses and repeat courses taken at the community college. He added that we need a student-centered approach to allow seamless movement through degrees.

<p>Motion</p> <p>Vote</p>	<p>W. Cornwell stated that he is sympathetic to students but has concerns that we will be creating a database that isn't going through the curriculum committee for approval and that the curriculum committee should have oversight of the database. M. Miller (Registrar) commented that the policy is aimed to assist students and that the intent of the database is solely for transfer credits.</p> <p>There was further discussion around courses meeting the general education curriculum requirements and who should be tasked to review and approve.</p> <p>J. Cambone asked why there was hesitation to vote positively. P. Walker (Chair) commented that there needs to be a clear process to support the policy. V. Morrison (Vice Chair) stated we need to do everything to support our transfer students and would it be possible to assign the policy to transfer students only?</p> <p>Discussion continued around the process and policy for transfer students.</p> <p>P. Walker (Chair) asked if it was possible to tinker with the language and come back to the committee or strike the first paragraph and last sentence of second paragraph?</p> <p>V. Morrison (Vice Chair) proposed an amendment to the policy, L. Nowak seconded and M. Krugman accepted it as a friendly amendment. W. Cornwell asked if the policy was still requiring approval from the chair.</p> <p>M. Krugman commented that he was concerned that we were rushing through the policy with the amendment.</p> <p>V. Morrison (Vice Chair) explained the courses in the database were for transfer students only.</p> <p>J. Cambone stated the way the policy is currently written aims for the spirit of what the general education curriculum is trying to accomplish for our transfer students.</p> <p>V. Morrison (Vice Chair) commented that the policy should be left as is so that the chair and faculty fellow can reach a consensus, allowing for a richer conversation.</p> <p>P. Walker (Chair) commented that the amended proposal needs more editing and that he is sympathetic that advising starts soon. M. Miller (Registrar) added that we wouldn't have it in time for advising anyway. S. Silvern stated that in principle he is in favor of the policy, but the language needs to be adjusted. P. Walker (Chair) stated that he hesitates to table the policy and would like to postpone to allow time to fine tune the language of the proposal.</p> <p>Motion to postpone Proposal 17:031 Made by: R. Lapwood Seconded: P. Leong</p> <p>The motion passed unanimously.</p>
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<p>Motion</p> <p>Vote</p>	<p>Motion to have M. Miller (Registrar) and T. Baker (Chair, Curriculum Committee) create a dear colleague letter on how to procede while APC reviews the policy. Made by: J. Cambone Seconded: V. Morrison (Vice Chair)</p> <p>The motion passed unanimously.</p>
<p>VI.</p> <p>Motion</p> <p>Vote</p>	<p>Adjournment</p> <p>Motion to adjourn Made by: R. Lapwood Seconded: W. Cornwell</p> <p>The motion passed unanimously.</p>
<p>Adjourned</p>	<p>At 4:26 pm</p>

Respectfully submitted,
 Bonnie Galinski

Next meting: October 20, 2016 at 3:15, ECC, Metro Room