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**ACADEMIC POLICY COUNCIL  
MINUTES  
WEDNESDAY, JANUARY 7, 2004**

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Those absent: Cartwright

1. Approval of APC minutes of November 19, 2003. The minutes were approved with one correction.
2. Council of Academic Deans minutes of November 12 and December 10, 2003. The minutes were distributed and discussed.
3. Update on Review of Academic Policy Statements. The following policy statements are being reviewed:
  - a. APS 820317—The Faculty Evaluation System. As agreed upon at an earlier APC meeting, an ad hoc committee comprising a couple of academic deans and a department chair from each college was formed. Members of the ad hoc committee have been selected and will work with the Faculty Evaluation Committee in reviewing the referenced policy. The Faculty Evaluation Committee will make recommendations to APC at a future date.
  - b. APS 820830—Faculty Grievance Procedure. Section 2.03 has been referred to the Faculty Senate for discussion. Dr. Payne asked Fernando Gomez, General Counsel for The Texas State University System, to review the entire policy to make sure it is consistent with the staff grievance policy. Dr. Gomez's suggestions/comments have been received and Dr. Eglsaer is working on incorporating them into the policy. Dr. Eglsaer indicated he has a meeting scheduled on January 13 with a group from the Faculty Senate to discuss revising the policy.

This policy will be placed on a future APC agenda.

- c. APS 830401—Insurance Fringe Benefits and Sick Leave Accrual for Interim Faculty Members. Because of changes being made outside the university (legislature), verbiage in this policy may be affected. Payroll and Human Resources had an opportunity to review this policy and made suggested revisions. The motion was made and seconded to endorse the policy. Seconded. Passed unanimously.
- d. APS 030603, Enrollment and Facilities Use Policy. Dr. Eglsaer is looking into concerns with this policy and will place the item on a future APC agenda.

*Reminder: APC is in the process of reviewing all Academic Policy Statements in an effort to ensure the policies are up to date and compliant with current legislation, Regents' Rules and Regulations, Coordinating Board guidelines, etc. The order in which the policies are being reviewed is as they are listed in the numerical indices of the Academic Policy Manual, beginning with the Faculty Section. When this process began, the intent was to review three policies at each meeting. However, some policies are requiring additional time for review. As soon as some of the policies currently under review are brought forward for action, new policies will be distributed for consideration.*

4. Research on Attrition. Dr. Payne shared an article on attrition which he felt might be of interest.
5. APS 861001—Student Absences on Religious Holy Days. Dr. Muehsam indicated the SHSU policy needed to be revised in order to be compliant with the law. Several changes in wording were recommended for clarification. The motion was made and seconded to endorse the revised policy. Dr. Muehsam will make adjustments to wording on the form. Passed unanimously.

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*Note: This policy was reviewed out of order (as the policies are listed in the numerical indices of the Academic Policy Manual) so that necessary changes could be made and faculty members could incorporate the new policy into their course syllabi for the spring 2004 semester.*

6. Divisional Goals. Dr. Payne indicated that divisional goals for the Division of Academic Affairs, along with performance indicators, would be shared with the faculty while the deans and chairs evaluate them.
7. Miscellaneous.
  - a. Library. Ms. Holder stated contractors in the library are almost through with their work. The music listening room has been moved to the first floor.
  - b. NSSE. Mr. Courville indicated SHSU will again be participating in the National Student Service Engagement (NSSE) survey. SHSU will also participate in a survey whereby faculty will indicate expectations for students.
  - c. Saturdays@Sam. Ms. Chandler announced that March 27 is the date for spring Saturdays@Sam.
  - d. Honors Conference. Dr. Sanford indicated SHSU will be hosting the Gulf Coast Honors Conference on February 20. This is the first time a four-year school has hosted the conference.
  - e. SAM Center. Dr. Fleming reported 7,300 students had been advised this year (since September 2003). A number of students who are not required to be advised are taking advantage of the advisement services at the SAM Center.
  - f. Student Information Forum. Mr. Parker announced a student information forum will be held in order to make students aware of upcoming fee increases. If APC members are aware of upcoming fees, please let Mr. Parker know so these fees may be included in the forum.
  - g. Grades in Remedial Classes. Dr. Eglsaer explained that if a student passes a remedial class with a C, that student is free of remediation. If a student makes an F, the F remains on the transcript and is calculated into the grade point average.
  - i. Spring Faculty Meeting. Dr. Payne announced there will be a spring faculty meeting on Tuesday, January 20, in the Killinger Auditorium of the Criminal Justice Center, at 3:00 p.m.

Dorothy Roberson  
Recorder