
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, FEBRUARY 18, 2004**



Those absent: Hebert

1. Approval of APC minutes of January 7, 2004. The minutes were approved as presented.
2. Council of Academic Deans minutes of January 6, 14, and 21, 2004. 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 is working with a group from the Faculty Senate on revising the policy. This policy will be placed on a future APC agenda.
 - c. 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.
 - d. APS 800301—Faculty Leave Policy. Human Resources and the Payroll Office reviewed the referenced policy and made some changes. After APC reviewed the changes, a couple of suggestions were made for rewording. The motion was made and seconded to accept the policy with the new wording. Passed unanimously.

A concern was expressed relating to faculty who are on extended sick leave and request funding for travel during the time they are on leave. Dean Chapman will visit with Human Resources regarding this concern.

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. Proposed Academic Policy Statement 031103, Course Fees. Dr. Eglsaer presented the referenced policy. An addition was recommended under Section 4 to include cost of evaluating instruction within classes. It was also recommended that Section 6 be reworded. The motion was made and seconded to accept the policy with the changes recommended. Passed unanimously.
5. Changes. Dr. Payne addressed reorganizational changes which are occurring on campus.
6. Miscellaneous.
 - a. Hours of operation for library. Ms. Holder stated there had been a request to keep the library open 24-7 during final exams in order to provide a quiet place to study. Suggestions were made for alternate locations, such as the LSC Ballroom. Dr. Payne asked APC members to think of other locations which might be appropriate.
 - b. Roving library. Ms. Holder shared information about a program where, twice a week, someone from the library sets up across from the coffee shop in the LSC to help and inform students about library services.
 - c. Math education conference. Dean Chapman stated there was a math education conference being held on campus for middle and high school math teachers.
 - d. Gulf Coast Honors Conference. Dr. Sanford announced the Gulf Coast Honors Conference is being held on the SHSU campus February 20 and 21.
 - e. Civil rights speaker. Dr. Sanford invited APC members to attend functions featuring the civil rights speaker, Reverend James Lawson, who will be on campus February 20 and 21.
 - f. SACS review. Dr. Muesham reported the system concerning reaccreditation has changed in that it is now an ongoing process of evaluation designed for continuous improvement. Core requirements will replace “must statements.” Dr. Payne stressed that by the end of this semester each unit of the university (not just the academic areas) must have in place an effective evaluation system that has been approved by Dr. Muehsam. Each dean must make sure their respective units have the functioning evaluation systems in place.
 - g. Freshman Year Experience. Dr. Eglsaer announced that Keri Rogers will become the Director of the Freshman Year Experience beginning summer 2004. There will soon be a home page for the Freshman Year Experience.

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- h. SAM 136. Dr. Eglsaer announced that ten sections of SAM 136 will be offered and will be taught by both faculty and staff. It will be a three-hour class, a grade will be earned, and credit will be given. The class will be paid for by course fees.
- i. Learning communities. Dr. Eglsaer stated there will be nonresidential learning communities available as part of the Freshman Year Experience where a group of students will take a core of classes together. This has proven to be very effective in terms of retention efforts.
- j. Acting Dean for College of Humanities and Social Sciences. Dr. Payne announced an acting dean will be appointed for the new college while a national search is being conducted for a dean.
- i. American Democracy Project. Dr. Payne reported about fifty faculty members had shown interest in the project. A steering committee is being appointed.

Dorothy Roberson
Recorder