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**ACADEMIC POLICY COUNCIL  
MINUTES  
WEDNESDAY, MARCH 3, 2004**

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Those absent: Chandler, Lewis (Ashorn attended)

Visitor: Marsha Harman

1. Approval of APC minutes of February 18. The minutes were approved as presented.
2. Council of Academic Deans minutes of January 28, 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. The Faculty Evaluation Committee, working with an ad hoc committee, will make recommendations to APC at a future date.
  - b. APS 820830—Faculty Grievance Procedure. 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 will take this policy back to the Council of Academic Deans. It will be placed on a future APC agenda.
  - d. APS 800301—Faculty Leave Policy. Dean Chapman had checked with Human Resources concerning faculty receiving funding for travel while on extended sick leave. A statement will be added to the policy indicating this practice is not acceptable. The motion was made and seconded to accept the policy with the new wording. Passed unanimously.

*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. 2003 Research Enhancement Fund Continuation. Dr. Plishker presented recommendations from the Research Council concerning proposal funding from the 2004 Research Enhancement Fund. Sixteen proposals were submitted with seven proposals being awarded funding for 2004 (\$98,923) and four proposals being continued from 2003 (\$53,465). The motion was made and seconded to accept the recommendations. Passed unanimously.

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5. 2004 Faculty Research Fund. Dr. Plishker presented recommendations from the Research Council concerning proposal funding from the 2004 Faculty Research Fund. Twenty-three proposals were submitted with ten being awarded funding (\$40,342). The motion was made and seconded to accept the recommendations. Passed unanimously.
6. Volunteer drivers. Dr. Payne indicated he had received a survey asking for information concerning volunteer drivers, i.e., anyone driving for the university who was not an SHSU-paid employee. Information needs to be given to Mr. Jack Parker.
7. Promotion and tenure policy. Dr. Payne proposed an addition to the first paragraph under “Implementation Provisions” of the promotion and tenure policy to allow those faculty members falling under the old policy desired to be evaluated under the new policy. The motion was made and seconded to accept this recommendation. It was agreed that exact wording would be proposed and e-mailed to APC members for a vote. The statement, along with the proposed addition indicated in italics, is as follows:

The provisions of this policy concerning tenure and promotion to associate professor shall apply only to probationary faculty members with no more than three years of full-time, tenure-track academic service recognized by Sam Houston State University by September 2, 2003, *except in cases where a faculty member falling under the old policy requests from his/her dean, in writing, consideration under the new policy. In these cases the faculty member will be evaluated using the new policy. The request to be considered under the new policy must be given to the dean prior to the submission of tenure materials.*

The e-mail vote unanimously supported the addition to the policy.

8. ETS. Dr. Payne requested the Faculty Senate representatives to determine dates when ETS could come to campus to conduct a seminar concerning its evaluation system.
9. Miscellaneous.
  - a. Gulf Coast Honors Council Conference. Dr. Sanford reported the conference, which was held on the SHSU conference, went well.
  - b. ARAMARK. Dean Ward shared some complaints and concerns about catering. Dr. Payne asked him to prepare a letter outlining the concerns.
  - c. Grant-writing workshop. Dr. Plishker announced a grant-writing workshop to be held April 1-2.
  - d. MPA. Dean Chapman reported that the proposed Master of Public Administration degree had been approved by the Coordinating Board.

- e. Town hall meeting. Ms. Cartwright announced there will be a town hall meeting on April 1.
- f. New policy. In response to a decision by the Coordinating Board concerning non-funding for courses being taken for three or more times, it was determined that SHSU needs a policy to address this issue. It was agreed that exact wording would be proposed and e-mailed to APC members for a vote. The statement is as follows:

*It is the policy of Sam Houston State University that students who have enrolled in a class for three or more times will be assessed out-of-state tuition for that class. All classes in which credit has been given or a Q, WP, or WF has been recorded will be included in this count. Courses exempted from this policy include:*

- (1) thesis and dissertation courses*
- (2) courses that may be repeated for credit because they involve different or more advanced content each time they are taken, including but not limited to individual music lessons, Workforce Education Course Manual Special Topics courses (when the topic changes), theater practicum, music performance, ensembles, certain physical education and kinesiology courses, and studio art*
- (3) independent study courses and special topics courses, except when the independent study course has the same content as a course the student has already taken two or more times*
- (4) continuing education courses which must be repeated to retain professional certification*

The e-mail vote indicated unanimous acceptance of the proposed policy.

Dorothy Roberson  
Recorder