
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, MARCH 24, 2004**



Those absent: Ward, Stevens

Visitor: Marsha Harman

1. Approval of APC minutes of March 3. Two changes were noted. The minutes were approved as presented with the two changes.
2. Council of Academic Deans minutes of February 25, 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. This policy will be placed on the next 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. Review of Academic Policy Statements.
 - a. APS 860915—Faculty Absences on Religious Holy Days. The policy was reviewed and no changes were noted. The motion was made and seconded to accept the policy as it presently stands. Passed unanimously.
 - b. APS 761214—English Language Proficiency for Instructional Personnel. There were several questions concerning the policy. Dean Lewis will review the policy to determine if the procedure is adequate or if changes need to be made in the policy.

- c. APS 890228—Use of Tobacco Products in Academic Classrooms and Facilities. This policy was reviewed and rewritten as follows:

USE OF TOBACCO PRODUCTS IN ACADEMIC CLASSROOMS AND FACILITIES

Effective (date President Gaertner signs), the use of tobacco products is prohibited in any SHSU academic facilities.

Use of tobacco products includes burning tobacco products, chewing tobacco, and snuff.

SHSU instructors teaching off-campus courses will ensure that any rules promulgated by the off-campus entity pertaining to the use of tobacco products in classrooms are followed.

The motion was made and seconded to accept the revised policy. Passed.

5. Additional Enhancement Awards. Dr. Plishker presented a recommendation from the Research Council concerning proposal funding from the 2004 Research Enhancement Fund. Dr. Diane Neudorf and Dr. Bill Lutterschmidt had been awarded funding for a Research Enhancement grant. However, they also received funding for an NSF grant and subsequently turned down the award of their Research Enhancement grant. That freed up funds to award grants to the next two proposals on the priority list: Dwayne Pavelock (\$11,500—“Awareness of Counselors Regarding the Requirements and the Options in High School Curriculum, Higher Education and Careers Pertaining to Agriculture”) and Barbara Polnick (\$8,912—“Groundbreaking Women in Leadership: A Professional Development Inquiry”—\$8,912). The motion was made and seconded to endorse the recommendation to approve funding for Drs. Pavelock and Polnick. Passed.
6. Miscellaneous.
- a. Library on Location. Ms. Holder shared information on this program whereby librarians go to the third floor of the LSC Tuesday night from 5:00-8:00 and across from the food court in the LSC on Wednesday and Thursday, 10:00 a.m.-2:00 p.m. They help students learn about the resources the library has to offer.
 - b. NSSE Survey. Mr. Courville asked members to encourage students to complete the NSSE survey. He also indicated that this semester there will be a survey for faculty to complete.
 - c. Grant-writing Workshop. Dr. Plishker announced a grant-writing workshop to be held April 1-2.
 - d. 3-peaters. Dean Lewis expressed concern about getting the word to students concerning what will happen if a course is repeated for the second time. Details of the program from the Coordinating Board are still not clear. Dr. Eglsaer will continue to investigate and monitor the program.

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- e. Dinner for high school seniors. Dr. Sanford reported that the Honors Program is hosting a dinner on March 21, the Friday evening before Saturdays@Sam for high school seniors (57 students) and their parents. Some of these students have not yet applied to the Honors Program and the hope is that they will do so.

- f. Ice Cream Social. Dr. Sanford invited APC members to an ice cream social being hosted by the Honors Program on April 19, 3:00-5:00, in Austin Hall.

- g. Saturdays@Sam. Ms. Chandler reminded APC members that Saturday@Sam is scheduled for March 27.

- h. Importance of Getting Grade Feedback to Students. Dr. Eglsaer reported a problem that occurs when faculty do not give feedback to students in a timely manner during the semester concerning their grades. This is particularly important now that the 3-peater program is being implemented. It was also reported that some faculty do not give ANY feedback concerning grades during the semester. Dr. Payne asked Dr. Tayebi to take this situation to the Faculty Senate for discussion.

Dorothy Roberson
Recorder