
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, SEPTEMBER 1, 2004**



Those absent: Lewis (Ashorn attended), Plishker, Ringo, Ward (Garner attended)

1. Presentation of plaque. As a token of appreciation, the Academic Policy Council presented a plaque to outgoing Chair of the Faculty Senate, Dr. Kandi Tayebi, who has served on APC during her tenure as Senate chair.
2. Approval of APC minutes of July 1. The minutes were approved as presented.
3. Council of Academic Deans minutes of July 1 and 28, 2004. The minutes were distributed and discussed.
4. 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 has presented a revised policy to the Council of Academic Deans (CAD) for review. CAD has reviewed the policy and made some recommendations. The revised policy, with CAD recommendations, will be shared with the chairs and the FES Committee and then will be brought back to APC for final endorsement of the policy.
 - 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 presented the policy. It was noted that if students are enrolled in any classes during the summer, they will have the right to use university facilities during the entire summer. The motion was made and seconded to accept the policy. Passed unanimously.
 - d. APS 871214—English Language Proficiency for Instructional Personnel. Dean Lewis will bring the policy to the next APC meeting.

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.

5. Review of Academic Policy Statements.

a. APS 890301—Employment of Part-Time Faculty. Several changes were recommended.

- Change section 3.02 to read as follows:
Remuneration rates for part-time faculty are established by the deans and approved by the provost.
- Refer section 3.04 to Human Resources.
- Collapse section 5.01-5.04 into one section—5.01. Dr. Muehsam will provide wording from the SACS criteria.
- Section 5.05 will become section 5.02.
- Change section 6.01 to read as follows:
Part-time faculty will be provided orientation/training, supervision, and instructional evaluation.
- Delete section 6.02.
- Change section 7 to read as follows:
Part-time faculty members shall be accorded appropriate resources to fulfill their instructional mission.
- In section 8, change the reference to “academic dean/director” to “chair.”

It was determined the policy should include a definition of “part-time faculty.”

The motion was made and seconded to accept the policy with the recommended changes. Passed unanimously.

b. APS 890303—Employment of Graduate Assistants. The following recommendations for change were recommended:

- In section 2.01, last sentence, Dr. Muehsam will rewrite to be consistent with SACS criteria.
- In section 4.01, third sentence, the sentence will be changed to read as follows:
The maximum course enrollment load for Graduate Assistants on one-half time employment is nine hours per semester or six hours per summer.
- In section 5.03, Dr. Muehsam will verify that wording is consistent with SACS criteria.

- c. APS 900420—Reassigned Time for Faculty Members Pursuing Research and Artistic Endeavors. As movement to the two-track system occurs, this policy will be used less and less. It was agreed to defer review of this policy until a later date.
6. Revision of APS 861001—Student Absences on Religious Holy Days. Dr. Payne explained that although this policy had been recently updated, the legislative intent of the change in the law had been to treat student absences on religious holy days no more arduously than student absences for any other reason. As a result, all references to time frames as well as the notification form have been removed from the policy. The motion was made and seconded to accept the policy with the recommended changes. Passed unanimously.
7. Academic Policy Statements to be reviewed for next meeting. The following policy statements were distributed for review at the next APC meeting:
 - a. APS 911106—Appointment of Affiliated Faculty Members
 - b. APS 920808—Ethical Conduct in Academic Research and Scholarship
 - c. APS 921007—Advisory Councils
8. Miscellaneous.
 - a. Strategic planning process. Dr. Payne reminded members it is time to start the strategic planning process for the upcoming year with the first task being to review the environmental scan. He instructed the deans to visit with their chairs and ask the chairs to share the environmental scan with their faculty members and invite feedback. Every person on campus should receive a copy of the environmental scan and be given the opportunity to provide feedback. This year, as the strategic plan is being reviewed, a determination will be made as to whether the institutional mission statement needs to be changed.
 - b. Outreach program. Ms. Holder stated the Newton Gresham Library is beginning a faculty outreach program. She asked the deans to encourage their chairs to invite representatives from the library to their departmental faculty meetings.
 - c. Voter registration. Dr. Fleming announced that the SAM Center has registration forms available for students to register to vote in Walker County. Ms. Holder added that voter registration forms are also available in the library.
 - d. Texas Workforce Commission. Dr. Muehsam indicated that earlier in the year the Texas Workforce Commission had reviewed several SHSU policies and that some minor changes need to be made. This topic will be placed on the next APC agenda.

Dorothy Roberson
Recorder