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**ACADEMIC POLICY COUNCIL  
MINUTES  
WEDNESDAY, OCTOBER 6, 2004**

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Those absent: Chandler, Fleming, Holder, Parker, Plishker, Sanford, Stevens

1. Approval of APC minutes of September 1, 2004. The minutes were approved as presented.
2. Council of Academic Deans minutes of August 25, 2004. The minutes were reviewed.
3. Update on Review of Academic Policy Statements.
  - a. APS 820317—The Faculty Evaluation System (*in progress*).
  - b. APS 820830—Faculty Grievance Procedure. Dr. Eglsaer reported that Fernando Gomez will come to campus to discuss this policy with the Academic Policy Council and with the Faculty Senate.
  - c. APS 871214—English Language Proficiency for Instructional Personnel (*in progress*).
  - d. APS 900420—Reassigned Time for Faculty Members Pursuing Research and Artistic Endeavors (*CAD is reviewing*).

*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 policies are being reviewed in the order in which 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 911106—Appointment of Affiliated Faculty Members. Dean Chapman recalled this policy was reviewed a few years ago and recommendations for changes were made that have not been added to the policy. Dr. Payne stated the changes would be found and added to the policy. The policy will then be brought back to APC.
  - b. APS 920808—Ethical Conduct in Academic Research and Scholarship. Dr. Payne stated that to qualify for federal funding Sam Houston State University must have a policy on ethical conduct in research and scientific investigation. The existing policy was prepared to meet the guidelines of the federal government's Office of Research Integrity. In view of this requirement, a motion was made and seconded to continue this policy as it is written. Passed.

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c. APS 921007—Advisory Councils. Dr Payne recommended that two members of the Academic Policy Council assume responsibility for reviewing and removing some of the wording to make the policy less cumbersome. Dr. HarmAn and Dean Chapman agreed to accept this assignment.

5. Academic Policy Statement 830401—Insurance Fringe Benefits and Sick Leave Accrual for Interim Faculty Members. After reviewing the proposed changes, a motion was made and seconded to endorse the policy. Passed.

6. Academic Policy Statement 900417—Faculty Reappointment, Tenure, and Promotion—Section 7. After discussing the revision to Section 7 of APS 900417, the Council suggested the following wording:

7.04 The Full DPTAC shall limit its recommendations to tenure decisions. Decisions about promotion should be made by all members of the DPTAC holding at least the rank for which the candidate is being considered for promotion. A record of the vote from the DPTAC members shall be transmitted to the appropriate administrator and to the Standing Faculty Tenure Committee.

A motion was made and seconded to endorse the change to the policy. Passed.

7. APC nominations for Faculty Grievance Committee. The following people were nominated to fill positions on the Faculty Grievance Committee:

Regular Member—Randy Garner to replace Mitchell Muehsam

Alternate Member—Leroy Ashorn to replace Genevieve Brown

Reserve Member—Keri Rogers to replace Hollis Lowery-Moore

8. Texas Workforce Commission. Members of the Texas Workforce Commission, Civil Rights Division, visited, reviewed, and evaluated Sam Houston State University's personnel policies and procedural systems December 15, 2003. Dr. Muehsam distributed copies of Sam Houston State University's response to the Commission's comments and recommendations. To comply with recommendations made by the Commission, revisions to Academic Policy Statement 800114—Academic Instructional Staffing—were proposed to more clearly define the hiring selection process. Academic Policy Statement 820317—The Faculty Evaluation System—was revised to provide a review of performance evaluations to ensure EEO compliance. A motion was made and seconded to accept the changes to the policies. Passed.

9. Academic Policy Statements to be reviewed for next meeting.

a. APS 980204—Performance Evaluation of Tenured Faculty

b. APS 900823—Academic Grievance Procedures for Students

c. APS 840502—Admission Standards for Undergraduate Students

10. Miscellaneous.

- a. Definitions of Faculty Positions. Dr. Eglsaer distributed a list of faculty positions and the specific definitions for each position. The list was prepared by Dianne Key.
- b. Proposed New Degree Programs. Dr. Payne distributed copies of Proposed New Degree Programs and the Table of Programs. Dr. Payne asked the deans to provide a broad list of programs they might like to offer in the next few years. He stressed that a program cannot be brought forward if it is not listed on the Table of Programs. A motion was made and seconded to approve the submission of the proposed new degree programs to the Coordinating Board for its approval. Passed.
- c. Environmental Scan. Dr. Payne stated the Strategic Planning Committee approved the environmental scan last week. The scan needs to be reviewed by the faculty of each college. After review by the faculty of each college a determination needs to be made whether to go by college goal or division goal.
- d. Mission Statement. Dr. Payne distributed copies of the Mission Statement and indicated it must be reviewed by the university every four years. A recommendation was made to change the first goal to include the word ethical immediately following the word social. Dr. Muehsam will update the last paragraph using replacement information from the catalogue. A motion was made and seconded to endorse the changes. Passed.
- e. Change in Terminology. Dean Lewis questioned, in current terminology, which word would be most appropriate —international or global. A motion was made and seconded to research and use in the future the word that is most current. Passed. [Note: It was determined that “global” is the appropriate word to use.]

Maxine Clarke  
Recorder for Dorothy Roberson