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

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Visitor: Jim Carter

1. Approval of APC minutes of November 17, 2004. The minutes were approved.
2. Council of Academic Deans minutes of October 27, 2004. The minutes were reviewed.
3. Update on Review of Academic Policy Statements.
  - a. APS 820830—Faculty Grievance Procedure. Fernando Gomez met with the Faculty Senate committee working on this policy. The Senate is incorporating changes as Dr. Gomez suggested.
  - b. APS 911106—Appointment of Affiliated Faculty Members. Dr. Eglsaer proposed changing the term “affiliated faculty member” to visiting scholar. The motion was made and seconded to endorse this change. Passed unanimously.
  - c. APS 840502—Admission Standards for Undergraduate Students. The referenced 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 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. Occasionally there is a need to review a policy out of order so that a particular situation may be addressed.*

4. Review of Academic Policy Statements.
  - a. APS 800401—Posthumous Recognition of Students. Dr. Eglsaer presented the policy for review. The motion was made and seconded to endorse the referenced policy with minor changes. Passed unanimously.
  - b. APS 810213—Procedures in Cases of Academic Dishonesty. Dr. Payne presented the policy for review. Dr. Muehsam questioned whether section 5.36 of Chapter VI of the TSUS *Rules and Regulations* should be added to the SHSU policy. It was also suggested that the same wording used in the TSUS document be used in the SHSU document. Dean Lewis, Dr. Eglsaer, and Dr. Muehsam will review the policy and bring it back to APC for review and action.

It was also suggested that SHSU become proactive in dealing with academic dishonesty, perhaps adding a section to the SAM 136 course. Dr. Eglsaer will visit with Dr. Keri Rogers about developing a plan for all students to learn what academic ethics entails.

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- c. APS 830823—Reproducing of Hard Copy of Student Academic Records from the University’s Computer Data Bank. There were questions about the referenced policy, i.e., if a student can reproduce a hard copy of his/her own student record, why can an administrator not give them a copy? Dr. Muehsam will visit with Dr. Fernando Gomez about an interpretation of this policy and bring it back to APC.
  
5. APS 041020—Appointment of Clinical Faculty Members. Dr. Eglsaer presented the referenced policy. Several changes/amendments were suggested. The motion was made and seconded to endorse the policy with the modifications. Passed unanimously.
  
6. APS 800328—Faculty Development Leave Policy. The Faculty Development Leave policy has been reviewed by the Faculty Development Leave Committee, the Faculty Senate, and the Council of Academic Deans. APC members reviewed the policy and recommended a number of changes. The motion was made and seconded to endorse the policy with changes agreed upon by APC members. Passed unanimously.
  
7. APS 820317—The Faculty Evaluation System. With the reduction in teaching load, it is necessary to update several Academic Policy Statements, including the Faculty Evaluation System policy. Dr. Muehsam presented revisions to the referenced policy. Dr. Harman indicated that the Faculty Senate will meet to review the document and make recommendations. The Academic Affairs Council will meet on Monday, December 13, to discuss the changes and to ensure that the chairs will be able to implement the changed procedure. Once these groups have met and reviewed the document, it will be placed back on an APC agenda for action. The question was raised whether or not the Faculty Evaluation Committee needed to review the document. Dr. Muehsam will check on this point.
  
8. Academic Policy Statements to be reviewed for next meeting.
  - a. APS 830824—Posthumous Recognition of Students
  - b. APS 810213—Procedures in Cases of Academic Dishonesty
  - c. APS 830823—Reproducing of Hard Copy Student Academic Records from the Computer Data Bank

Dorothy Roberson  
Recorder