
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, JANUARY 19, 2005**



Absent: Brown (Karen Smith attended), Horn, Lewis, Parker (John Yarabeck attended), Jim Stevens

1. Approval of APC minutes of December 1, 2004. The minutes were approved.
2. Council of Academic Deans minutes of November 17 and 29, 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. The policy will be on the next APC agenda.
 - b. APS 840502—Admission Standards for Undergraduate Students. Ms. Chandler presented revisions to the referenced policy. The motion was made and seconded to endorse the changes. Passed unanimously. The changes in this policy will necessitate changes in other policies.
 - c. APS 810213—Procedures in Cases of Academic Dishonesty. Dr. Payne presented the policy for review. Dean Lewis, Dr. Eglsaer, and Dr. Muehsam are reviewing the policy. It was agreed that 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. The policy will be on the next APC agenda.
 - d. APS 830823—Reproducing of Hard Copy of Student Academic Records from the University's Computer Data Bank. Dr. Muehsam reported he had visited with Dr. Fernando Gomez concerning whether an administrator can give unofficial copies of a student's records to the student. Dr. Gomez indicated that this could be done. It was recommended that section 4.02 be deleted from the policy. The motion was made and seconded to endorse the recommended changes to the policy. Passed unanimously.

To further protect unauthorized access of student records, it was recommended that Computer Services be contacted about putting a statement in the schedule of classes encouraging students to create their own pin numbers rather than using the default setting.

- e. 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. The Academic Affairs Council met on Monday, December 13, to discuss the changes and to ensure that the chairs would be able to implement the changed procedure. Dr. Harman indicated that the Faculty Senate will meet to review the document and make recommendations. Dean Brown and Dr. Muehsam will meet with the Senate. After review by these different groups, the policy will be placed back on an APC agenda.

At the last APC meeting, the question was raised whether or not the Faculty Evaluation Committee needed to review the document. Dr. Muehsam checked on this point and reported that the purpose of the Faculty Evaluation Committee is intended to monitor the implementation

of the process and thus, it is not necessary to seek the committee's input on the suggested modifications to the policy.

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 810806—Student Educational Records. Ms. Ringo made recommendations for revision to the referenced policy. The policy will be placed on the next APC agenda.
- b. APS 990407—Student Resignations. Dr. Eglsaer brought up several points concerning the referenced policy: What rationale do we use for allowing a student to resign after a certain date? Why do we set a date? The Faculty Senate will look at the policy in terms of (1) grades and resignations, (2) SHSU philosophy, and (3) purpose of the policy. The policy will be placed on a future agenda.
- c. APS 820602—Undergraduate Student Recruitment Policy. The motion was made and seconded to rescind this policy as an Academic Policy Statement since it no longer falls under the auspices of Academic Affairs. Passed unanimously.

5. Miscellaneous.

- a. Librarians. Ms. Holder indicated that librarians are on hand to visit off-campus course sites to train and inform about available library resources.
- b. Deadline for scholarship applications. Dr. Sanford reminded members that the deadline for scholarship applications is February 1.
- c. Fees. Dr. Eglsaer stressed the importance of indicating a course is an online course in order to have the correct fee assigned to it.
- d. Planning authority meeting. Dr. Payne complimented the chairs and deans who met with Coordinating Board staff members concerning planning authority for several proposed programs.

Dorothy Roberson
Recorder