
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, FEBRUARY 2, 2005**



Absent: Chandler, Fleming, Parker, Ward (Wes Johnson attended)

Visitor: Carter

1. Approval of APC minutes of January 19, 2005. The minutes were approved.
2. Council of Academic Deans minutes of January 12, 2005. The minutes were reviewed.
3. Update on Review of Academic Policy Statements.
 - a. APS 820317—The Faculty Evaluation System. Dr. Muehsam presented a draft of the referenced policy which was discussed and modifications were made. The motion was made and seconded to endorse the policy with modifications. Passed unanimously.
 - b. APS 820830—Faculty Grievance Procedure. Dr. Eglsaer presented a draft of the referenced policy which was discussed and modifications were made. Dr. Harman mentioned that Fernando Gomez had recommended including a chart outlining the faculty grievance procedure timeline which corresponded to the policy. Dr. Eglsaer indicated the chart would be distributed to APC members for comment. If no concerns were expressed, the chart would be added to the policy. The motion was made and seconded to endorse the policy as amended, including the chart. Passed unanimously.
 - c. APS 810213—Procedures in Cases of Academic Dishonesty. 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 810860—Student Educational Records. Ms. Ringo indicated that the recommended modifications in the policy reflected changes which had occurred over time. The motion was made and seconded to endorse the policy with modifications. Passed unanimously.
 - e. APS 990407—Student Resignations. Dr. Harman indicated the Faculty Senate had not yet addressed the referenced policy but would do so at its next meeting. Previously Dr. Eglsaer had brought up several points concerning the policy: What rationale is used for allowing a student to resign after a certain date? Why is a date set? 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.

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. NSSE. Dr. Payne shared information about NSSE (National Survey of Student Engagement). It collects data on how students look at the university. The information will give insight on how services to students might be improved.
5. Academic Policy Statements to be reviewed at next meeting.
 - a. APS 800107—Out-of-State/Out-of-Country Resident Credit Courses
 - b. APS 800521—Division/Department Academic Distinction Program Policy
 - c. APS 801007—Courses and Grades Transferred from Other Colleges and/or Universities
6. Miscellaneous.
 - a. National recognitions. Dr. Johnson stated that Rolando del Carmen and Jim Marquart had received awards from national organizations.
 - b. Religious holy day policy. Ms. Roberson reported that a student had called the Office of Academic Affairs and reported that several students had complained that faculty were not using information from the updated religious holy day policy in their course syllabi. The deans were asked to remind faculty members to use the updated policy in their course syllabi.
 - c. ROTC award. Dr. Eglsaer shared that the SHSU ROTC had been awarded most outstanding unit in its brigade, which included Texas, Oklahoma, and New Mexico.
 - d. Training. Dr. Muehsam reminded members that training sessions for the interface of the graduate admissions program on GUI were being held in the near future. He asked the deans to encourage all graduate advisors and department chairs to attend these very important sessions.
 - e. DARS. Ms. Ringo announced that the DARS system is very close to being ready.
 - f. Newspapers. Mr. Horn reported that the program whereby newspapers, including *USA Today* and *the New York Times*, are being distributed on campus is very successful.
 - g. Senior recognition dinner. Dr. Sanford announced that the senior recognition dinner is scheduled for Friday, April 1.

Dorothy Roberson
Recorder