
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, MARCH 23, 2005**



Absent: Harman (Bill Lutterschmidt attended), Horn, Lewis (Leroy Ashorn attended), Parker, Ringo, Stevens, Thibodeaux, Ward (Wes Johnson attended)

1. Approval of APC minutes of March 2, 2005. The minutes were approved with one amendment.
2. Council of Academic Deans minutes of February 23 and March 2, 2005. The minutes were reviewed.
3. Update on review of Academic Policy Statements.
 - a. 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.
 - b. APS 801215—Second Master's Degree. Dr. Muehsam reported that the referenced policy had been updated within the last few years and is reflected in the catalogs. However, the changes were not made in the policy statement itself. The motion was made and seconded to make changes in the policy so that it is consistent with information in the catalog. Passed unanimously.
 - b. APS 840606—Library Use Policy. Dr. Payne asked Ms. Holder to lead the discussion on the referenced policy. Several amendments were suggested. The motion was made and seconded to endorse the policy with the amendments. Passed unanimously.
 - c. APS 850822—Guidelines for Awarding Academic Scholarships. Dr. Eglsaer, Dr. Muehsam, and Dr. Sanford indicated that they are working on updating the referenced policy so that it will be in compliance with new Coordinating Board guidelines. The policy will be placed on a future 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. Academic Calendar. Dr. Muehsam presented the proposed academic calendar for 2006-2007. Two changes were recommended:

- a. Drop the reference to “Deadline for notification by students to the faculty members of the student’s intent to be absent on religious holy days.” [September 6, 2006; January 26, 2007; June 6, 2007; and July 11, 2007]
- b. Add Friday night commencement during spring semester. [tentatively May 11, 2007]

The motion was made and seconded to accept the proposed calendar for 2006-2007 with the suggested modifications. Passed unanimously. The proposed calendar will be forwarded to President’s Cabinet for action.

5. APS 800114—Academic Instructional policy. Dr. Muehsam reminded members that his office had been working with the Texas Workforce Commission in order to ensure that the referenced policy met all requirements of the Commission in relation to hiring practices. Although there were some concerns with some sections of the policy itself, members agreed with changes made in relation to recommendations by the Workforce Commission. It was agreed that the Council of Academic Deans would address the concerns with the policy at its next meeting and then bring the policy back to APC at a later date.

[It was discovered that the Workforce Commission needed the revised policy by March 31, so members voted e-mail whether to accept the recommended changes. The vote was 16 in favor and 1 abstention.]

6. Academic Policy Statements to be reviewed at next meeting.
 - a. APS 851104—Procedure in Matters Involving Public Propriety
 - b. APS 860110—Courses Which Last Less Than a Semester or Summer Session
 - c. APS 860211—University Textbook Requisition
 - d. APS 860904—Academic Credit for Work Experience

7. Miscellaneous.

- a. Librarians on Location. Ms. Holder indicated that the Librarians on Location would be in the Writing Center March 28-April 14, 10 a.m.-2 p.m.
- b. Saturdays@Sam. Ms. Chandler stated that Saturdays@Sam is scheduled for April 2.
- c. General Faculty Meeting. Ms. Roberson reminded members of the general faculty meeting scheduled for Monday, March 28, 2 p.m., in the Killinger Auditorium of the Criminal Justice Center.
- d. Summer scholarships. Dr. Sanford announced that April 15 is the deadline for applying for summer scholarships.

- e. High school honors recognition dinner. Dr. Sanford announced that the high school honors recognition dinner is scheduled for Friday, April 1. It is held in conjunction with Saturdays@Sam.

- f. Standards for remediation. Dr. Eglsaer reported that students who have not demonstrated a mastery of reading will not be allowed to sign up for reading-intensive classes until they have passed a remedial reading class.

- g. Release from classes for university-sponsored events. Dr. Eglsaer shared that there are some problems with students being penalized when they miss classes because of university-sponsored events, e.g., athletic teams, orchestra students, etc. It was suggested that a policy be written to address this issue. Dr. Payne requested that the Faculty Senate be involved in the discussions and preparation of a policy.

Dorothy Roberson
Recorder