
**ACADEMIC POLICY COUNCIL
MINUTES
TUESDAY, APRIL 19, 2005**



Absent: Chandler, Hebert (Cooper attended), Horn, Parker, Plishker, Ringo, Ward (Mullings attended)

1. Approval of APC minutes of April 6, 2005. The minutes were approved as presented.
2. Council of Academic Deans minutes of March 9, 2005. The minutes were reviewed.
3. Update on review of Academic Policy Statements.
 - a. APS 801007—Courses and Grades Transferred from Other Colleges and/or Universities. Dr. Muehsam will continue to review this policy to determine if the policy should address both undergraduate and graduate student course and grade transfers. The policy will be placed on a future APC agenda.
 - b. APS 860110—Courses Which Last Less Than a Semester or Summer Session. A subcommittee consisting of Dean Chapman, a representative from the University Faculty Senate, Teresa Ringo, and Suzette Kohers will review the policy. The policy will be placed on a future APC agenda.
 - c. APS 860904—Academic Credit for Work Experience. This policy has been referred to the University Faculty Senate for review. The policy will be placed on a future APC agenda.
 - d. APS 850822—Guidelines for Awarding Academic Scholarships. A draft revised copy was distributed to members for review. One modification was suggested for section 3.01. The motion was passed and seconded to accept the revised policy with the modification. Passed unanimously. This will bring the policy into compliance with Coordinating Board guidelines.
 - e. APS 891208—University Photocopying for Classroom, Research and Library Reserve Use. Ms. Holder requested that review of this policy be delayed until the next APC meeting.
 - f. APS 910116—Off-Campus Instruction. Dean Chapman volunteered to review the policy and bring back to APC for discussion.
 - g. APS 910312—Academic Probation and Suspension. It was determined that the policy only referred to undergraduate classes. Members concurred that graduate classes should also be included. Dr. Muehsam will review the policy and bring it back to APC for discussion.

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.

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- 4 Academic Policy Statements to be reviewed at next meeting.
- a. APS 920820—College Level Courses Available to Huntsville High School Seniors
 - b. APS 930129—Enrollment in Thesis or Dissertation Courses
 - c. APS 930226—Developmental Course Attendance
- 5 Miscellaneous.
- a. SAM Center recognition. Dr. Payne announced that the SAM Center will receive an “Outstanding Institutional Advising Program Certificate of Merit.” It was named as one of the top six in the nation.
 - b. Format for policy revisions. Ms. Roberson reminded members that when they review policies, make recommended changes, and present policies for action at CAD or APC, the changes need to be shown on the copy as the policy currently exists—additions in red and deletions with a strikethrough. This procedure will provide a historical record of evolutions of policies.
 - c. Letters of rejection. It was agreed that when rejection letters for admission to SHSU are sent to prospective students, a link be provided to the nearest community college.

Dorothy Roberson
Recorder