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**ACADEMIC POLICY COUNCIL  
MINUTES  
WEDNESDAY, MAY 18, 2005**

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Absent: Hebert, Horn, Lewis, Plishker, Ward (Wes Johnson attended)

1. Approval of APC minutes of May 4, 2005. The minutes were approved as presented.
2. Council of Academic Deans minutes of April 13, 2005. The minutes were reviewed.
3. Update on review of Academic Policy Statements.
  - a. APS 891208—University Photocopying for Classroom, Research and Library Reserve Use. Ms. Holder distributed copies of the referenced policy indicating revisions. The policy will be discussed at the next APC meeting.
  - b. 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 courses and grade transfers. The policy will be placed on a future APC agenda.
  - c. APS 860110—Courses Which Last Less Than a Semester or Summer Session. Dean Chapman had distributed copies of the referenced policy at the previous APC meeting. Several changes were suggested, including changing the title of the policy to “Shortened Format Courses.” The motion was made and seconded to accept the revisions. Passed unanimously.
  - d. 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.
  - e. APS 820830—Faculty Grievance Procedure. The policy was presented once more with modifications suggested by Fernando Gomez of The Texas State University System. The motion was made and seconded to endorse the policy with the revisions. Passed unanimously.
  - f. APS 930129—Enrollment in Thesis or Dissertation Courses. Dr. Muehsam will take the policy to the Graduate Council for review. The policy will be placed on a future APC agenda.
  - g. APS 930226—Developmental Course Attendance. Dr. Eglsaer will review the policy and bring back to APC with recommendations for modification.
  - h. APS 910116—Off-Campus Instruction. Dean Chapman will review the policy and bring back to a future APC meeting.
  - i. APS 930105—The Honors Program. Dr. Eglsaer and Dr. Sanford will review the policy and place on a future APC meeting agenda.

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- j. APS 940202—Payments to University Employees for Services. Dr. Payne appointed a subcommittee of Dean Lewis and Dr. Jim Carter to review the policy and bring back to APC for discussion and action.
- k. APS 940317—Academic Fresh Start. Dr. Payne appointed a subcommittee comprised of Dr. Eglsaer, Dean Thibodeaux, and Ms. Ringo to review the policy and bring back to a future APC meeting.

*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 Policy Statements to be reviewed at next meeting.
  - a. APS 950351—Uniform Degree Plan Procedure
  - b. APS 950601—Readers Not Enrolled by SHSU Serving on SHSU Thesis and Dissertation Committees
  - c. APS 950609—Establishment and Review of Centers and Institutes at Sam Houston State University
- 5. Miscellaneous.

Memo from Texas Higher Education Coordinating Board. Dr. Payne distributed copies of a memo re CB deadlines for submission of out-of-cycle requests for preliminary authority

Dorothy Roberson  
Recorder