
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, JUNE 1, 2005**



Absent: Chandler, Lewis (Leroy Ashorn attended), Plishker, Stevens, Ward (Janet Mullings attended)

Visitor: Jim Carter

1. Approval of APC minutes of May 18, 2005. The minutes were approved as presented.
2. Council of Academic Deans minutes of April 27 and May 11, 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 led a discussion of the referenced policy. Members agreed that the policy should be shortened and more concise with links to pertinent web sites. Ms. Holder will further revise the policy and bring it back to APC for action.
 - b. APS 801007—Courses and Grades Transferred from Other Colleges and/or Universities. Dr. Muehsam and the Graduate Council will 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 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 and the Graduate Council will review the policy and bring it back to APC for discussion.
 - d. 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.
 - e. APS 930226—Developmental Course Attendance. Dr. Eglsaer will review the policy and bring it back to APC with recommendations for modification.
 - f. APS 910116—Off-Campus Instruction. Dean Chapman will review the policy and bring back to a future APC meeting.
 - g. APS 930105—The Honors Program. Dr. Eglsaer and Dr. Sanford will review the policy and place on a future APC meeting agenda.
 - h. 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.

Academic Policy Council – Minutes

Wednesday, June 1, 2005

Page 2

- i. 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.
- j. APS 950351—Uniform Degree Plan Procedure. The policy was reviewed and there were suggestions for change in Section 2.02. The motion was made and seconded to endorse the policy with the changes. Passed unanimously.
- k. APS 950601—Readers Not Employed by SHSU Serving on SHSU Thesis and Dissertation Committees. The policy was reviewed and there were suggestions for change in Section 2.03 and Sections 3.01.a and 3.01.c. Dr. Muehsam will take the policy statement, with the APC input, to the Graduate Council for review.
- l. APS 950609—Establishment and Review of Centers and Institutes at Sam Houston State University. The policy was reviewed and there were suggestions for change in Section 3.01, 3.03, and 4.01. The motion was made and seconded to endorse the policy with the changes. Passed unanimously.

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. Course Fees. Dr. Muehsam presented a revised Course Fee Request Form and a Change in Existing Course Fee form. Information requested on the Change in Existing Course Fee form should also be supplied when requesting new course fees.
5. Graduate Studies Application for Reinstatement. Dr. Muehsam presented the referenced form. The form will be used only for applicants who have been accepted into a post-baccalaureate or graduate program at SHSU within the past three years and are seeking reinstatement into the same program. The application may not be used to change the degree/major sought, degree-seeking status, or certification-seeking status. The motion was made and seconded to accept the form. Passed unanimously.
6. Summer Employment policy. Revisions to the Summer Employment section of *The Faculty Handbook* was recommended. The first recommendation was to change the title to “Summer Employment Guidelines.” The second recommendation was to modify #3 to read:

Preference for summer teaching assignments should usually be given to tenured or tenure track faculty of the department when the summer schedule is made.

Academic Policy Council – Minutes

Wednesday, June 1, 2005

Page 3

The third recommendation was to modify #5 to read:

Each dean is asked to remind the chairs of these guidelines and to monitor carefully the appointment of all summer teaching faculty.

The motion was made and seconded to accept these recommendations. Passed unanimously.

7. Promotion stipends. The recommendation was made to increase stipends for promotion from \$1,000, \$1,500, and \$2,000 to \$2,000, \$2,500, and \$3,000. APC felt that since there are higher expectations for the faculty, the rewards should be increased. The motion was made and seconded to increase the promotion stipends. Passed unanimously.
8. Dates to remember.
 - a. Saturday, August 20.....Freshman Convocation
 - b. Monday, August 22.....Breakfast for New Faculty
.....Teaching Conference
 - c. Monday, August 29.....General Faculty and Staff Meeting
.....Academic Awards Dinner

Dorothy Roberson
Recorder

Summer Employment Guidelines

Those faculty who are employed for the nine-month academic year are not guaranteed employment during the summer sessions since enrollment is generally much less than during the long semesters. Guidelines for the selection of faculty for summer school teaching assignments are as follows:

1. Paramount among all considerations should be the needs of a particular individual department or instructional program as expressed in terms of requirements for course offerings.
2. Careful consideration should be given to how well the expertise of those faculty members requesting summer employment matches up with the requirements of the department's instructional program.
3. Preference for summer teaching assignments should usually be given to tenured or tenure track faculty of the department when the summer schedule is made.
4. Attention should be given to the development of an equitable system of rotation for the selection of faculty members for summer employment provided the system is in harmony with items 1, 2, and 3 above.
5. Each dean is asked to remind the chairs of these guidelines and to monitor carefully the appointment of all summer teaching faculty.

The services of the department chairs are generally required throughout the summer.

(Revised June 1, 2005)