
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, JULY 6, 2005**



Absent: Chandler (Thorn attended), Chapman (Hebert attended), Parker, Stevens, Ward (Johnson attended)

1. Welcome. Dr. Payne announced that effective August 1, 2005, Jaimie Hebert will assume the position of Interim Dean for the College of Arts and Sciences.
2. Approval of APC minutes of June 1, 2005. The minutes were approved as presented.
3. Council of Academic Deans minutes of May 25, 2005. The minutes were reviewed.
4. Update on Review of Academic Policy Statements.
 - a. APS 891208—University Photocopying for Classroom, Research and Library Use. Ann Holder distributed a revised copy of the referenced policy. Two changes to the revised policy were recommended:

First sentence under 2.02 should read, “Faculty, staff, and students are responsible for making . . .”

Add link to the Library’s webpage at the end of 2.03.

The motion was made and seconded to endorse the policy with these changes. Passed unanimously.

- b. APS 801007—Courses and Grades Transferred from Other Colleges and/or Universities. Dr. Muehsam will bring the policy back to APC at a future meeting.
- c. APS 910312—Academic Probation and Suspension. Dr. Muehsam will bring the policy back to APC at a future meeting.
- d. APS 930129—Enrollment in Thesis or Dissertation Courses. Dr. Muehsam will bring the policy back to APC at a future meeting.
- e. APS 930226—Developmental Course Attendance. Dr. Eglsaer presented a revised copy of the policy. The name of the policy has been changed to Required Remedial Education. Two changes to Section 3.11 of the revised policy were recommended.

The first sentence should be changed to read, “Students are expected to . . .”

The following sentence should be added to the end of Section 3.11: “To appeal for permission to drop a class, the student must present official verification of a passing TSI score to the chair of the department offering the class.”

The motion was made and seconded to endorse the policy with these changes. Passed unanimously.

- f. APS 910116—Off-Campus Instruction. Dean Chapman will bring the policy back to APC at a future meeting.
- g. APS 930105—The Honors Program. Dr. Sanford presented a revised copy of the policy. The following changes to the revised policy were recommended:

Remove the word “also” from Section 3.01.

Section 5.02 should be changed to read, “Honors courses, with approval from the department chair or Director of the Honors Program, are . . .”

Delete the first paragraph of Section 5.04 except for the last sentence. The paragraph should read: “In addition to taking honors courses, honors students are allowed to contract for classes for honors’ credit. Honors contracting of courses consists of the following:”

The motion was made and seconded to endorse the policy with these changes. Passed unanimously.

- h. APS 940202—Payments to University Employees for Services. Dean Lewis distributed a revised copy of the referenced policy. Dean Lewis will check to determine how other universities are handling issues under Section 3.01 of this policy. The policy will be placed on a future APC agenda.
- i. APS 940317—Academic Fresh Start. A revision of this policy was distributed by Dr. Eglsaer. The policy was reviewed and the following changes to the revised policy were recommended:

Delete from the first sentence in Section 1.01 the words “Former or current Sam Houston State University.”

Delete from Section 2.02(e) the following portion of the last sentence: “. . . as long as the signatory is a student at SHSU.”

The motion was made and seconded to endorse the policy with these changes. Passed unanimously.

- j. 950601—Readers Not Employed by SHSU Serving on SHSU Thesis and Dissertation Committees. Dr. Muehsam will bring this policy back to APC at a future meeting.
3. APS 921007—Academic Advisory Councils. Dr. Eglsaer and Dean Brown will prepare another revision of this policy. The policy will be placed on a future APC agenda.

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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. As soon as some of the policies currently under review are brought forward for action, new policies will be distributed for consideration.

4. Miscellaneous.

- a. Budget Committee recommendations. Dr. Payne announced the Budget Committee has made its recommendations. Some decisions will be made after the legislature meets and the fall enrollment numbers are available.
- b. IR Director presentations. Dr. Muehsam invited APC members to the presentations to be made by the candidates for the position of Director of Institutional Research. Dorothy Roberson will forward to the members dates and the location of the presentations.
- c. Library renovations. Ann Holder stated renovations will soon be made to the Library to make it ADA compliant.
- d. Honors Program enrollment. Dr. Sanford expects another record enrollment for the Honors Program this fall.

Maxine Clarke
Recorder for Dorothy Roberson