
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, NOVEMBER 15, 2006**



Absent: Caso, Cooper, Payne, Plishker, Stevens, Ward (Delia Gallinaro attended), Webb (Wes Johnson attended), Whitaker, Young

Visitor: Debbie Price

1. Approval of APC minutes of October 18, 2006. The minutes were approved as presented.
2. Council of Academic Deans minutes of September 20, October 11 and 25, 2006. The minutes were reviewed.
3. Update on Review of Academic Policy Statements.
 - a. APS 930129—Enrollment in Thesis or Dissertation Courses. Dr. Muehsam indicated that the Graduate Council is reviewing the referenced policy and he will bring the policy back to APC at a future meeting.
 - b. APS 910116—Off-Campus Instruction. Dr. Hebert will bring the policy back to APC at a future meeting.
 - c. APS 940202—Payments to University Employees for Services. Dean Lewis will bring the policy back to APC at a future 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. As soon as some of the policies currently under review are brought forward for action, new policies will be distributed for consideration.

4. Guidelines for Calendar Committee. Dean Brown, chair of the ad hoc committee charged with providing some guidelines to the Calendar Committee with respect to beginning and ending dates for public schools, reported that several school districts had been contacted. Since public schools will not end until sometime in June, this will impact the beginning date of summer school. The time between the end of summer school and the beginning of the fall semester will be much shorter. Several suggestions were made with regard to handling the situation:
 - Start summer school a week later than normal
 - Hold classes every Friday
 - Extend hours per class (i.e., three hours rather than two) to ensure appropriate number of clock hours

Summer camps held on campus will also be affected by the date public schools finish their academic year. Dr. Eglsaer appointed a committee comprised of Keith Jenkins, John de Castro, Genevieve Brown, and Carolyn Gaines to look at summer camps and come back with some suggested dates.

5. Statement for catalog *re* readmittance. Dr. Eglsaer presented a statement *re* readmittance to be included in the catalog. The statement was reviewed and one minor change was made. The motion was made and seconded to endorse the statement as it appears below. Passed unanimously. The statement, which will appear in the catalog, is as follows:

The decision to lift a suspension is good only for the next semester. If the readmitted student opts to delay his/her return to a subsequent fall or spring semester, the student must be reapproved by his/her academic dean. This action will require repeating the above appeal process with his/her academic dean and the submission of a new admission application.

6. Requirements for “walking” at graduation. Dr. Eglsaer presented proposed changes to procedures to apply for graduation as well as a student’s petition to participate in a commencement ceremony.
1. *Effective fall 2007, students will apply for graduation in the semester in which they intend to graduate.*
 - a. *The deadline for applying for graduation (fall and spring graduates) will be the twelfth class period of the semester in which they intend to graduate.*
 - b. *As a result of this change, students will be subject to mandatory advisement prior to the semester in which they intend to graduate.*
 2. *Students with 90 hours completed or in progress will be blocked from registering until they are advised.*
 - a. *The mandatory advisement will serve the purpose of allowing students to make final adjustments (such as completing course requirements, assuring that transfer credit has been received by the Registrar’s Office, and that processing of Degree Audit Change Forms have been initiated) prior to their graduating semester.*
 - b. *The Registrar’s Office will offer an on-line checklist of remaining graduation requirements, which the student will download and complete prior to his/her advising session.*
 - c. *This on-line graduation worksheet will be open to advisors and students alike. Any discrepancy will be linked to the DARS program to explain the deficit.*
 - d. *Students must notify the Registrar’s Office and provide verification of any class they are taking concurrently at another college or university, especially if this class is required for graduation.*
 3. *To participate in graduation ceremonies, students must have a reasonable chance of graduating. This means that:*
 - a. *They must be registered for all classes needed for graduation.*
 - b. *They have a sufficiently high grade point average to graduate.*
 - c. *Students with grade point deficits of 9 or more will be blocked unless cleared by a dean.*

- d. Students who opt to drop a class after being cleared for graduation will forfeit their right to participate in graduation ceremonies.*
4. *If a student drops a required class, the student will be removed from the graduation list.*
5. *All appeals will be made to the student's academic dean.*

Proposed wording to be included in catalog:

Effective fall 2007, the deadline for graduation (fall and spring graduates) will be the twelfth class day of the semester in which the student intends to graduate. Students planning to graduate in the summer must apply by mid-April prior to the summer session. To ensure that graduation requirements are reviewed, all students with 90 cumulative credit hours (either completed or in progress) MUST be advised prior to registering for classes. Students will not be allowed to participate in graduation ceremonies unless they have a reasonable chance of graduating. Under special circumstances, an academic dean may allow a student to participate in the graduation ceremony.

The student's petition to participate in commencement ceremony (attached) was discussed and one suggestion for change was made.

Dr. Eglsaer indicated that there will be an online checklist tied into DARS. There was some concern expressed over having mandatory advisement for graduating seniors. This requirement provides an opportunity to help students before it is too late into the semester. It was agreed that APC members would take the proposed changes and petition back to their chairs and colleagues and put the topic back on an APC agenda.

7. Legislative procedures. Copies of procedures to be followed when dealing with legislative matters were discussed.
- The President's Office will be notified when legislators are invited to campus. It is requested that this notification take place before the invitation is made if at all possible.
 - If SHSU is given the opportunity to expand its requests for additional items during the upcoming legislative session, the first priority will be an increased presence in The Woodlands.
 - All federal legislative requests will flow through the Office of Research and Special Programs. The President will be regularly briefed on any such activity.
 - All new state-level initiatives, or increases in current requests, will be approved by the President.
 - The President's Office (i.e., Kathy Gilcrease) will be informed of all contacts with legislators and the purpose of the contact.

The President's Office will be responsible for keeping vice presidents and deans informed of SHSU legislative issues.

8. Miscellaneous.

Adding prerequisites. Dr. Fleming inquired as to (1) whether there should be a timeline for adding prerequisites and (2) should the request be routed through the dean's office. APC members agreed that, because adding prerequisites is a curriculum change, the request should first be sent to the college curriculum committee. Following that review, there would be a determination as to whether it needed to go to the University Curriculum Committee. In every case, the dean should have knowledge of what is happening and, if there are changes, the message needs to be widely and adequately communicated across campus.

Dorothy Roberson
Recorder