
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, FEBRUARY 21, 2007**



Absent: Hebert (Dana Nicolay attended), Ringo, Thorn, Ward (Delia Gallinaro attended)

1. Approval of APC minutes of February 7, 2007. The minutes were approved as presented.
2. Update on Review of Academic Policy Statements.
 - a. APS 930129—Enrollment in Thesis or Dissertation Courses. Dr. Muehsam indicated that the review is in progress, and he will bring it back to APC at a future meeting.
 - b. APS 910116—Off-Campus Instruction. Since Dean Hebert was not in attendance at the meeting, the policy will be placed on the next APC agenda. At the February 7 APC meeting, the following issues were raised.
 - (1) Policy is too repetitious.
 - (2) Referencing the Coordinating Board Rules in Section 13 – Are “adequate library resources convenient for their use at the off-campus location”?
 - (3) Referencing Section 2.04 - “The Director of the Newton Gresham Library is responsible for certifying the adequacy of library resources available to students at off-campus locations” needs to be discussed.
 - c. APS 940202—Payments to University Employees for Services. Dean Lewis distributed a copy of a Texas State University policy pertaining to this subject. He recommended that SHSU rewrite its policy fashioned after the one from TSU-San Marcos.
 - d. APS 950809—Conflict of Interest Policy Pertaining to Sponsored Projects. Since Dean Hebert was not present at the meeting, the policy will be placed on a future APC agenda.
 - e. APS 990407—Student Resignations. Dr. Eglsaer presented the proposed revisions to the referenced policy which addressed points brought up at the February 7 APC meeting. He indicated he had visited with Vice President Frank Parker and Registrar Teresa Ringo and they were in agreement with the revisions.

It was suggested that Section 4.01 be reworded and reformatted into one sentence rather than an enumerated listing:

A resignation request after the deadline will be considered where, in the University’s judgment, the student has demonstrated extenuating circumstances such as incapacity due to a significant personal injury or to an injury and/or illness requiring an extensive period of recuperation; a significant personal emergency; or an inability to contact the University by the deadline because of a medical or personal emergency.

The motion was made and seconded to endorse the revised policy, including the revised Section 4.01. Passed unanimously.

- f. APS 810806—Student Educational Records. Dr. Eglsaer presented the proposed revisions to the referenced policy which addressed points brought up at the February 7 APC meeting. He stated that Fernando Gomez had made some additional revisions. The motion was made and seconded to endorse the revised policy. Passed unanimously.

3. Review of Academic Policy Statements.

- a. APS 900420—Reassigned Time for Faculty Members Pursuing Research and Artistic Endeavors. The referenced policy will first be reviewed by the Council of Academic Deans.
- b. APS 800722—Promotions in Rank and Merit Advances in Salary Within Rank. The policy will be placed on a future APC agenda.

4. Miscellaneous.

- a. Assistant Director for Computer Services. Mr. Adams reported that Jacob Chandler will serve as Assistant Director for Computer Services.
- b. Training sessions. Dr. Muehsam announced that training sessions for using the online assessment tracking database (OATDB) will begin soon.
- c. Mandatory advisement. Dr. Fleming reported that there are approximately 5,700 seniors with 90+ hours who must be advised. Only about 500 have been advised thus far.
- d. IDEA evaluation forms. Dr. Caso stated that the spring IDEA evaluation forms are ready to be distributed. Some of the procedures have been redesigned for distribution and return of the forms. The forms are distributed to the faculty through the deans' and chairs' offices. Dr. Morris, on behalf of the Faculty Senate, expressed concern about the short turnaround time for the return of the forms in the past. The question was raised: Can the forms be given to the faculty earlier than in the past? Dr. Payne asked that the topic be placed on the next CAD agenda.

Dorothy Roberson
Recorder