
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, MARCH 7, 2007**



Absent: Brown (Karen Smith attended), Holder, Ringo, Thorn, Whitaker, Young

Visitor: Delia Gallinaro, Debbie Price

1. Approval of APC minutes of February 21, 2007. The minutes were approved as presented.
2. Council of Academic Deans minutes of December 19, 2006, and January 11, 2007. The minutes were reviewed and discussed.
3. 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. Dean Hebert indicated that the policy review is in progress. He is checking the SHSU policy against The Texas State University System policy. 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.

The policy will be placed on a future APC agenda.

- c. APS 940202—Payments to University Employees for Services. At the February 21, 2007, APC meeting, 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.

Dean Lewis recommended minor cosmetic changes and the rewording of Section 3.01 to read as follows:

3.01 University employees performing a contracted service for the University must have prior approval from the appropriate academic dean and the Provost and Vice President for Academic Affairs. Payments will be made through the University Payroll Department and total compensation will be made through the University Payroll Department according to policy and will include matching fringe benefits.

- d. APS 950809—Conflict of Interest Policy Pertaining to Sponsored Projects. Dean Hebert indicated the review of the policy was in progress. The policy will be placed on a future APC agenda.
4. Faculty Research Grants 2007. On behalf of the University Research Council, Delia Gallinaro made recommendations for awarding Faculty Research Grants 2007. There were 36 proposals submitted and 10 were recommended for funding (\$49,425). The motion was made and seconded to endorse the Council recommendations. Passed unanimously.
5. Research Enhancement Grants 2007. On behalf of the University Research Council, Delia Gallinaro made recommendations for awarding Research Enhancement Grants 2007. There were 10 proposals submitted and 7 were recommended for funding (\$102,810). Four continuation proposals from 2006 were also recommended for funding (\$46,124). The motion was made and seconded to endorse the Council recommendations. Passed unanimously.
6. New procedure for prerequisites. On behalf of the Council of Academic Deans, Dr. Eglsaer proposed that students must have completed their math requirement, two composition courses, and one lab science before they are allowed to enroll in any upper-level courses. This requirement will help to gain better control of the core and help students move forward in pursuit of a degree. Transfer students will be granted one “free” semester. The motion was made and seconded to endorse this recommendation to become effective as soon as the computer programming can be completed (fall 2007 or spring 2008). Passed unanimously.
7. Review of Academic Policy Statements. Two policies were distributed for review.
- a. APS 800722—Promotions in Rank and Merit Advances in Salary Within Rank.
- b. APS 980204—Performance Evaluation of Tenured Faculty.
- Dr. Payne proposed that a committee comprised of two deans and two faculty members review these two policies. Deans Brown and Lewis will serve on the committee. The University Faculty Senate will provide names of two faculty members.
8. Miscellaneous.
- a. APS 890303—Employment of Graduate Assistants and APS 890301—Employment of Part-Time Faculty. Dr. Muehsam and Dr. Cooper will review the policies to ensure they are in compliance with SACS requirements.
- b. APS 820317—The Faculty Evaluation System. At the February 21 APC meeting, a concern was expressed about the short length of time the faculty had to administer and return the IDEA evaluation forms. A request was made to get the forms to the faculty sooner. In response to this request, the Council of Academic Deans proposed a section being added to The Faculty Evaluation System policy. The new section will read as follows:

3.02 The IDEA Center’s “Survey Form – Student Reactions to Instruction and Courses,” at the discretion of the dean of the college, may be obtained directly from the Office of Institutional Research by department/school chairs for distribution to the faculty.

The motion was made and seconded to add this section to the referenced policy statement. Passed unanimously.

- c. Mandatory advisement. Students with 90+ hours must participate in mandatory advisement until they graduate.

- d. 120-hour rule. Dr. Eglsaer reported that he is chairing a committee charged with looking at options for reducing degree requirements from 128 to 120 hours. Members of the committee include Philip Morris (Business), Larry Hoover (Criminal Justice), Sharon Lynch (Education), Dana Nicolay (Arts and Sciences), and Kandi Tayebi (Humanities and Social Sciences). Specifically, the committee is looking at options for reducing the general education requirements. The committee will compile the options and then ask for faculty input.

Dorothy Roberson
Recorder