
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, MAY 2, 2007**



Absent: Ringo, Ward, Whitaker

1. Approval of APC minutes of April 4, 2007. The minutes were approved as presented.
2. Council of Academic Deans minutes of March 28 and April 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 distributed copies of the policy with recommended revisions by the Graduate Council. APC members made some additional modifications. The motion was made and seconded to accept the policy as revised by APC. Passed unanimously.

Note: The intent of Section 2.01 is that the academic dean has the authority to make exceptions as appropriate.

- b. APS 910116—Off-Campus Instruction. James Van Roekel is in the process of combining three policies (APS 800107—Out-of-State/Out-of-Country Resident Credit Courses, APS 021120—Planning and Conducting Distance Education, and APS 910116—Off-Campus Instruction) into one policy to be consistent with TSUS policy.
 - c. APS 950809—Conflict of Interest Policy Pertaining to Sponsored Projects. Dean Hebert indicated the review of the policy is in progress. The policy will be placed on a future APC agenda.
 - d. APS 800722—Promotions in Rank and Merit Advances in Salary Within Rank. Deans Brown and Lewis, along with two faculty members named by the Faculty Senate—Tracy Bilsing and Bill Lutterschmidt—will comprise a committee to review the referenced policy.
 - e. APS 980204—Performance Evaluation of Tenured Faculty. Deans Brown and Lewis, along with two faculty members named by the Faculty Senate—Tracy Bilsing and Bill Lutterschmidt—will comprise a committee to review the referenced policy.
4. APS 810806—Student Educational Records. Dr. Eglsaer presented changes recommended by System attorney Dr. Fernando Gomez. It was suggested that rather than listing directory information in Section 8.01, the link to FERPA be included. Mr. Adams will check into the feasibility of including the link rather than listing individual items.
 5. APS 790601—Faculty Instructional Workload. Deans Brown and Hebert, on behalf of the Council of Academic Deans, presented a proposed revision to the academic departmental chair teaching load and stipend proposal (part of APS 790601, Faculty Instructional Workload Policy). Currently there are three categories as follows:

CATEGORY	FTE SIZE	TEACHING LOAD	STIPEND
A	11 or fewer	Six courses (each for 3 credit hours or more) per year [i.e., two each long semester and two in the summer]. Must be on campus in the summer.	Negotiable based on FTEs, a minimum of \$2,100 and a maximum of \$2,400 per year.
B	12 to 20	Five courses (each for 3 credit hours or more) per year. Must be on campus in the summer.	\$3,600 per year
C	21 or more	Four courses (each for 3 credit hours or more) per year. Must be on campus in the summer.	\$4,800 per year

The proposed revision is to split Category C into two Categories (C and D) and modify Category C.

C	21 or more 21 to 29	Four courses (each for 3 credit hours or more) per year. Must be on campus in the summer.	\$4,800 per year
D	30 or more	<i>Three courses (each for 3 credit hours or more) per year. Must be on campus in the summer.</i>	\$6,000 per year

In addition, the proposal was made that chairs in Categories C and D may nominate assistant chairs or program coordinators through appropriate channels with release time to be approved by the academic dean.

The motion was made and seconded to accept the revisions on the attachment. Passed unanimously.

6. APS 820317—The Faculty Evaluation System. At a recent APC meeting, Dr. Philip Morris, on behalf of the Faculty Senate, expressed concern about the short turnaround time for the return of the IDEA evaluation forms. The question was raised: Can the forms be given to the faculty earlier than in the past? The matter was sent to CAD for review.

CAD reviewed the question and, on behalf of that group, Dr. Eglsaer proposed adding the following statement to the Faculty Evaluation System policy:

- 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 endorse the addition of the statement. Passed unanimously.

7. APS 860811—Outside Employment for Faculty. On behalf of CAD, Dr. Eglsaer presented two additions to the referenced policy which stated that the outside employment of the faculty member should not conflict with the interest of the University. Several questions were raised concerning Sections 2.06 and 2.07. Dr. Eglsaer will check the TSUS policy to ensure compliance.
8. APS 890301—Employment of Part-Time Faculty Members. Dr. Muehsam presented revisions to the referenced policy. One of the revisions was to change the title to Employment of Non-Tenure Track Faculty Members. The motion was made and seconded to accept the recommended revisions to the policy. Passed unanimously.
9. Miscellaneous.
 - a. Advising. Dr. Fleming reported that over 1,000 incoming freshmen had been advised.
 - b. IDEA. Dr. Caso stated that Institutional Research was ready to collect IDEA evaluation forms from the departments.
 - c. Social security numbers. Mr. Adams reminded members that programs that use social security numbers need to be modified to use SAM ID numbers.

Dorothy Roberson
Recorder