
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, SEPTEMBER 19, 2007**



Absent: Adams, Hebert (Tamara Cook attended), Lewis (Leroy Ashorn attended), Price (Stacey Edmonson attended) Ward (Delia Gallinaro attended)

1. Approval of APC minutes of August 1, 2007. The minutes were approved as presented.
2. Council of Academic Deans minutes of July 25, August 8 and 22, 2007. The minutes were reviewed.
3. Update on Review of Academic Policy Statements.
 - a. APS 910116—Off-Campus Instruction (James Van Roekel has combined with two other APSs and the Council of Academic Deans is reviewing the revised policy. The policy will be placed on a future APC agenda.
 - b. 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.
 - c. APS 800722—Promotions in Rank and Merit Advances in Salary Within Rank. Dean Brown indicated the review of the policy is in progress. The policy will be placed on a future APC agenda.
 - d. APS 980204—Performance Evaluation of Tenured Faculty. Dean Brown indicated the review of the policy is in progress. The policy will be placed on a future APC agenda.
 - e. APS 810806—Student Educational Records. Dr. Eglsaer indicated that rather than listing all details of the Family Educational Rights and Privacy Act (FERPA) in the Student Educational Records policy, the possibility of linking to the FERPA website is being explored. The topic will be placed on a future APC agenda.
4. Faculty availability/office hours. The University Faculty Senate had made a recommendation to change the portion of *The Faculty Handbook* which dealt with office hours for faculty members. The Senate's proposal stated:

A faculty member should publish hours and be available during those times. Availability may include online conferencing, consultation time at The University Center or other offsite teaching venues, as well as scheduled times for student conferences via other communication media. It is expected that these hours be consistent with the faculty member's teaching schedule and workload designation.

The Council of Academic Deans made several minor changes to read as follows:

A faculty member is expected to publish hours and be available during those times. Availability may include online conferencing, consultation time at The University Center or other offsite teaching venues, as well as scheduled times for student conferences via other communication media. It is expected that these hours be consistent with the faculty member's teaching schedule and workload designation.

APC made several minor modifications to read as follows:

A faculty member is expected to publish hours and be available *for student consultation* during those times. Availability may include online conferencing, consultation time at The University Center or other offsite teaching venues, as well as scheduled times for student conferences via other communication media. It is expected that these hours be *reasonable and* consistent with the faculty member's teaching schedule, *venue*, and workload designation.

The motion was made and seconded to accept the statement as revised by APC. Passed unanimously. The statement will be added to *The Faculty Handbook*.

5. Miscellaneous.

- a. Designated tuition. Dr. Payne announced that a motion will be presented to the Board of Regents to increase designated tuition.
- b. New faculty positions. Dr. Payne reported that, due to enrollment growth, 21 new faculty positions have been approved for next year.
- c. Faculty credentials. Dr. Muehsam stated that a web-based program is being implemented whereby faculty members can input their own credentials. Training sessions for using the program will be held soon.
- d. IDEA. Dr. Caso indicated that information concerning the IDEA evaluation forms will be distributed soon. The same procedure used last year will again be used this year.
- e. Sining Dance Troupe. Dr. Payne reminded members of the performances scheduled by the Sining Dance Troupe from Palawan State University in the Philippines: Thursday, September 20, 11:00 a.m., in the Farrington Pit; and Friday, September 21, 7:30 p.m., in the Killinger Auditorium of the Criminal Justice Center.
- f. Grassroots presentation. Dr. Payne announced that Regent Dora Alcalá will be on campus on Friday, October 5, to make a presentation at 4:00 p.m. in the Olson Auditorium as part of the Grassroots series. Everyone is encouraged to attend.

- g. Faculty Handbook. Dr. Eglsaer reported that *The Faculty Handbook* has been put online and is accessible at this website: http://www.shsu.edu/~vaf_www/Faculty_Handbook/. He indicated that Lynn McMMain and Gary Baker had done a tremendous job of helping this project come to fruition.

Dorothy Roberson
Recorder