
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, OCTOBER 17, 2007**



Absent: Brown (Karen Smith attended), de Castro (Kandi Tayebi attended), Lewis (Leroy Ashorn attended), Payne, Ward, Whitaker, Young

In Dr. Payne's absence, Dr. Eglsaer presided.

1. Approval of APC minutes of September 19, 2007. The minutes were approved as presented.
2. Council of Academic Deans minutes of September 12, 2007. The minutes were reviewed.
3. Update on Review of Academic Policy Statements.
 - a. APS 910116—Off-Campus Instruction. Dr. Eglsaer presented APS _____ (Policies and Procedures for Planning and Conducting Off-Campus, Out-of-State/Out-of-Country Resident and Distance Education), which represents three policies [APS 800107 (Out-of-State/Out-of-Country Resident Credit Courses), APS 091120 (Planning and Conducting Distance Education), and APS 910116 (Off-Campus Instruction)] being combined into a single policy. It was suggested that an addition be made to the last sentence of Section 2.02:

2.02 . . . Courses must first be approved *through the normal curriculum process* for on-campus delivery before being offered via distance education.

In addition, there were questions about Section 4.03 concerning certification/recertification of faculty teaching distance education courses.

Dr. Price requested that the policy be reviewed by the Faculty Senate before action was taken. The topic will be placed on a future APC agenda after the Faculty Senate has reviewed the policy.
 - 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. 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. 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. Miscellaneous.

- a. Academic Calendar for 2009-2010. Ms. Ringo and Dr. Price presented concerns of faculty members voiced at the recent Calendar Committee meeting. The faculty members indicated that the current academic calendar is causing a number of problems for students and faculty, and they feel these problems need to be addressed to ensure quality education for the students:

- Inconsistency in number of classroom hours with a single semester
- Inequity for students within SHSU
- Inequity for instructors within SHSU
- Inequity for students compared to other educational institutions in Texas
- Inequity for instructors compared to other educational institutions in Texas
- Increased cost for SHSU to operate all campus facilities two to three weeks longer than other educational institutions in Texas

A handout was distributed which indicated that there are some institutions who do not meet the number of contact hours required by the Texas Higher Education Coordinating Board. The Coordinating Board requires that “Traditionally-delivered three-semester-credit-hour courses should contain 15 weeks of instruction (45 contact hours) plus a week for final examinations so that such a course contains 45 to 48 contact hours depending on whether there is a final exam.”

Dr. Muehsam stated that he had visited with a Coordinating Board representative and that it is possible to reduce the number of contact hours from 45 IF there is evidence of solid outcome measures.

There are many issues connected to the academic calendar which will take time to address. Because there is a short timeline for approving the academic calendar so that it can be included in the upcoming catalog, it was decided that votes would be taken by e-mail concerning approval/disapproval of the calendar. The online calendar can be changed when necessary; so, if adjustments are made to the calendar at some time in the future, the adjustments can be made on the online calendar.

[NOTE: The results for voting on approval/disapproval of the calendar are as follows: approve—17; disapprove—1; no vote—2.]

The issues and concerns surrounding the academic calendar will be forwarded to the Council of Academic Deans for discussion.

- b. IDEA. Dr. Caso indicated that the IDEA evaluation forms will be distributed November 1.
- c. ICPSR. Ms. Holder distributed information concerning ICPSR, the world’s largest collection of digital social science data.

- c. Q-drops. Dr. Price presented a recommendation on behalf of the Faculty Senate:

We recommend, in keeping with the spirit of academic integrity and open communication among faculty and administrators, that:

- (1) The policy for granting a Q-drop to a student requires the initial consent of the faculty member teaching the course.*
- (2) If the faculty member decides not to grant the Q-drop, the student may petition either (or both) the department chair or the dean of the college offering the class. These administrators have the right to overturn the faculty member's decision, but not prior to identifying and considering through open discussion the faculty member's reason(s) for denying the Q-drop request.*
- (3) No dean or administrator, outside of the college for which the Q-drop is being requested, can grant the Q-drop without consulting and obtaining the consent of the dean of the college where the course was offered.*

The Q-drop topic will be placed on the next APC agenda.

Dorothy Roberson
Recorder