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**ACADEMIC POLICY COUNCIL  
MINUTES  
WEDNESDAY, JUNE 4, 2008**

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Absent: Brown (Alice Fisher attended), Caso, Cooper, Hebert (Dana Nicolay attended), Holder, Price, Ringo, Ward, Whitaker

Visitor: Jacob Chandler

1. Approval of APC minutes of May 7, 2008. The minutes were approved as presented.
2. Council of Academic Deans minutes of April 30 and May 14, 2008. The minutes were reviewed.
3. Update on Review of Academic Policy Statements.
  - a. APS 950809—Conflict of Interest Policy Pertaining to Sponsored Projects. The review of the policy is in progress.
  - b. APS 800722—Promotions in Rank and Merit Advances in Salary Within Rank. The review of the policy is in progress.
  - c. APS 980204—Performance Evaluation of Tenured Faculty. The review of the policy is in progress.
4. Revisions to APS 790601, Faculty Instructional Workload Policy, Section 3.01.c(2). At the April 16 APC meeting, an amendment to the referenced policy was proposed by Dean de Castro on behalf of the Council of Academic Deans. It was requested that an additional statement including consultation with the DPTAC be included. Dean de Castro presented the statement to CAD. The suggestion was slightly modified to read:

*The departmental DPTAC should be consulted by the dean for input if the dean is considering moving a faculty member from a nine-hour to a twelve-hour teaching load.*

CAD endorsed the statement and it was forwarded to APC for action. The motion was made and seconded to accept the statement. During discussion, alternate wording was proposed for Section 3.01.c(2). The alternate wording was e-mailed to members for comment:

*If a faculty member has not produced sustained and demonstrable research, creative, or scholarly achievement by meeting established departmental standards over a period of years, the faculty member may be moved to the twelve-hour teaching load by the dean on the recommendation of the chair in consultation with the DPTAC.*

Modifications were suggested so that the statement reads:

If a faculty member has not produced sustained and demonstrable research, creative, or scholarly achievement by meeting established departmental standards ~~over a period of years~~, the faculty member may be moved to the twelve-hour teaching load by the dean ~~on the recommendation of in consultation with the department chair in consultation with~~ and the DPTAC.

The motion was made and seconded to accept the alternate wording as modified. Passed unanimously.

Members were reminded that at the May 7 APC meeting, it was approved that in Section 3.01.c(1), the word “subsequent” will be added as follows:

Tenured/tenure-track faculty may request to change their teaching load . . . for change effective in the *subsequent* spring semester.

5. Mission Statement. At the May 7 APC meeting, a concern was expressed about the lack of emphasis placed on service in the mission statement. After consideration, members felt the mission statement as previously approved adequately emphasizes service.
6. Small class size. Dr. Eglsaer reminded deans that classes should strive to have enrollments of 15 students. He indicated that if the deans feel it is legitimate for a class to have between 11-14, the class would not be canceled. Dr. Eglsaer indicated that international programs present problems in that the numbers often drop below the numbers required for a class to make; but the small class is not discovered until after the class has departed for its destination. The suggestion was made that perhaps early deadlines for international programs should be established well in advance of a class in order to ensure there will be a sufficient number of students. It was also suggested that perhaps international programs should be considered on a case-by-case basis. Dr. Payne stated that the matter would be placed on a CAD agenda and a decision will be made this summer.
7. Miscellaneous.
  - a. APS 801007, Courses and Grades Transferred from Other Colleges and Universities. Dr. Muehsam reported that there were two typographical errors in the policy. The corrections will be made.
  - b. Course syllabi. Dr. Muehsam requested that the deans encourage the chairs to upload the course syllabi for SSI (for SACS purposes).

Dorothy Roberson  
Recorder