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**ACADEMIC POLICY COUNCIL  
MINUTES  
WEDNESDAY, AUGUST 1, 2007**

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Absent: Brown (Karen Smith attended), Fleming, Ringo, Thorn, Ward

1. Approval of APC minutes of June 6, 2007. The minutes were approved as presented.
2. Council of Academic Deans minutes of May 23; June 13, 20, and 27; and July 11, 2007. The minutes were reviewed.
3. Update on Review of Academic Policy Statements.
  - a. APS 910116—Off-Campus Instruction (*James Van Roekel is combining with two other APSs*). There was no update. 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 Lewis 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 Lewis indicated the review of the policy is in progress. The policy will be placed on a future APC agenda.
  - e. APS 860811—Outside Employment for Faculty. Dr. Eglsaer indicated that he had made several changes to the referenced policy as had been discussed at the June 6 APC meeting.
    - 2.01 Faculty members may accept appropriate appointments of a consultative or advisory capacity ~~with governmental agencies, industry, or other educational institutions~~ as long as such activities do not conflict with the individual's work at the University or conflict with the interest of the University. The consideration to the University of such activity is the improvement of the individual by virtue of continuing contact with nonacademic problems in the nonacademic world.
    - 2.03 Conflict of interest must be avoided in all instances of outside employment, but conflict of interest in an academic institution ~~means outside activity that intrudes upon the academic functions of teaching, scholarly activities, and service to the University~~ occurs when the activity interferes with or undermines the faculty member's contribution to the University or is contrary to the interest of the University.
    - 2.06 No member of the faculty shall accept ~~pay~~ remuneration of any kind from private persons or public corporations or any third party for the performance of tests, assays, chemical analyses, computer programming, bacteriological examinations, or other work ~~of a~~

~~routine character which involves the use of property owned by the University without written approval. In evaluating such a request, the Provost shall consider paragraph 2.01 of this document to determine if this activity is in the best interest of the University.~~

The motion was made and seconded to accept the policy as revised. Passed unanimously.

- f. APS 810806—Student Educational Records. Mr. Thorn 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. APS 041020, Appointment of Clinical Faculty Members. Dr. Eglsaer presented several changes to the referenced policy. Section 2.03 was modified as follows:

2.03 The title may not be used for positions whose responsibilities largely replicate those of tenure-track faculty. Similarly, the title is not meant as a ~~wholesale~~ replacement for the titles of ~~faculty now employed as lecturers.~~

Section 5.03 was added:

5.03 During his/her term of service, a clinical faculty member's performance shall be evaluated in a manner consistent with his/her assignment.

The motion was made and seconded to accept the changes. Passed unanimously.

5. Miscellaneous.
- a. T-shirts. Dr. Payne showed examples of t-shirts which are available to student groups working on service projects. On the back of the shirt is printed the University motto: *The measure of a life is its service.* Requests for shirts should be made to the Provost's Office using the form distributed to APC members.
- b. Goals. Dr. Payne stated that goals for 2008-09 should be established in September. The environmental scan will be distributed for review and comment within the next few weeks.
- c. QEP. Dr. Muehsam shared possible QEPs. The QEP which is chosen must be something that improves student learning.
- d. Protocols for scanning. Mr. Adams reported that he had created an oversight committee to establish protocols for scanning. Heather Crowson will chair the committee and Dr. Muehsam will represent the Division of Academic Affairs. The committee must determine what it being scanned and how the scanned material is being used.

- e. National merit scholar. Dr. Young announced that SHSU will have its first national merit scholar entering the Honors Program in the upcoming academic year.
- f. VA requirements. Dr. Eglsaer reported that the Veterans Administration has changed its requirements. The VA is requiring that attendance be taken for those veterans who are receiving benefits. Recipients of VA benefits will take a form to class that must be completed and returned to the VA representative in the Registrar’s Office. The VA representative will then certify that the recipients are attending class.
- g. Classroom assignments and classroom utilization. Dr. Eglsaer reminded members that departments do not “own” classrooms. No classroom can be assigned unless the dean has signed off on it.
- h. Graduate credit. Dr. Muehsam reminded members that in order for a student to receive graduate credit for a class, a member of the graduate faculty must be teaching the class.

Dorothy Roberson  
Recorder