ACADEMIC PLANNING COMMITTEE
CORRECTED APPROVED MINUTES
September 3, 2003

Members Present
Lloyd Ambrosius
Lauren A Drees
Richard Edwards
Matthew C Hansen
Jeffrey F Keown
Richard M Kettler
Ronald E Lee
Derrel L Martin
Nancy Mitchell
Barry T Rosson
James L Van Etten

Members Absent
Sarah B Campbell
Marjorie J Kostelnik
Cynthia H Milligan
John C Owens
Prem Paul

Guest
Daniel R Claes, Assistant Professor of Physics & Astronomy and APC Representative on the UNL Curriculum Committee

The meeting was called to order at 3:00 p.m. Rosson welcomed the members to the first APC meeting of 2003-2004.

He announced that Ellen Paparozzi had resigned from APC and a special election would be held to select a faculty member from Biological Sciences to complete her term. Professor Jim Van Etten would be serving as an interim member for approximately a month, until the election of a permanent member.

Minutes from July 17 and July 22 were approved without changes.

Election of Vice Chair
Rosson outlined the qualifications for Vice Chair. The candidate, according to the UNL Bylaws and the APC Operating Procedures, must be a faculty member of APC. By tradition the Vice Chair becomes the Chair of APC after one year of service. Candidates for Vice Chair, therefore, should have two years left to serve on APC. Members meeting the criteria were Keown, Kettler, Martin and Mitchell. Ambrosius nominated Keown for Vice Chair. Van Etten seconded the nomination. Keown was unanimously elected.

Venue(s) for APC meetings in 2003-2004
Rosson asked the members whether they felt it was necessary to schedule some of the APC meetings on East Campus. There was consensus that the City Campus Union was more convenient. Rosson said the meetings would be on City Campus except on dates when no room is available in the City Campus Union. The members also discussed room preferences. They decided that meeting rooms in either the south or the north City Union would be acceptable, but not the conference rooms.
Rosson said he had upgraded the technology to be used during the meetings. Instead of a flipchart, a projector connected to a computer was being used to track motions and to edit documents. He requested APC’s patience while Kramer learned how to operate the new equipment.

Proposed changes to the Operating Procedures
The proposed changes to the Operating Procedures had been presented and discussed at the July 22 APC meeting. The revised section of the Operating Procedures dealt with access to notes and voice recordings made during APC meetings. After discussion, Hansen moved approval of the revisions to the Operating Procedures. Van Etten seconded the motion. The changes were approved without dissent. [The revised Operating Procedures are attached to the permanent record.]

Academic Program Review Subcommittee
The APR subcommittee members appointed at the June 3, 2003 meeting were confirmed. The members were Martin (chair), Hansen and Ambrosius.

Kramer explained the parts of the APR process for which the APC Secretary and Coordinator were responsible. The Academic Program Review Coordinator in Academic Affairs or IANR (or both, in the case of jointly administered programs) schedules APRs for each academic department on a five-year rotation. After the APC member of the APR team reviews the team’s report and the department’s response, he or she writes a report and sends it to the APC Secretary. The Secretary distributes copies to the APR subcommittee members, the chair and dean of the subject department, and the APR Coordinator in Academic Affairs and/or IANR.

Martin described the APR Subcommittee’s procedure. After the subcommittee reviews the APC report, the subcommittee meets with the APC member of the APR team, and with the chair and dean of the department if they wish to participate. If there are problems with an APR, it may be referred to the full APC instead of the subcommittee. The APR subcommittee is expected to make a summary report to APC twice a year on all APRs completed since its previous report.

Rosson said APR reports were not supposed to pass judgment on the programs being reviewed but to make sure the APR process had been followed. Martin said he preferred to have the program’s strengths and weaknesses summarized in the APR report.

Rosson said he expected the APR Subcommittee to invite APC representatives from previous reviews to participate in discussions, so there would be a measure of the department’s progress since the previous review. Lee said whoever served on the review team five years before probably wouldn’t remember the details. Martin agreed, and added that reviewing the prior APC report would be no more help, particularly if it were limited to comments on process and not on the program’s strengths and weaknesses. He said departments’ self-studies, which are part of the APR process, would be preferable as a source of longitudinal information.

Rosson agreed to let the APR Subcommittee determine its own processes. He suggested that the subcommittee develop sample APR reports so that APC members know what to include in their reports. [Claes arrived.]
Project Initiation Request Subcommittee
Appointed to the Project Initiation Request (PIR) subcommittee were Nunez (Chair), Mitchell and Van Etten. There was consensus that the APC member elected to represent Biological Sciences would serve on the PIR subcommittee when Van Etten left.

Long-range Planning Subcommittee
Members of the Long-range Planning Subcommittee who were appointed at the Annual Meeting on June 3, 2003 and were confirmed at this meeting were Keown (chair), Campbell, Kostelnik, Lee and Milligan. Rosson left the subcommittee and Kettler agreed to take his place. Craig Eckhardt, the previous APC Chair, had been designated a member of the Long-range Planning Subcommittee. Martin suggested that membership on subcommittees should be limited to active APC members. Rosson reminded APC that subcommittees were proposed in the first place to provide continuity and decrease APC members’ workload. After discussion the APC agreed that subcommittee members should be current members of APC. Mitchell volunteered to serve in place of Eckhardt.

Prior to appointing members to the UNL Curriculum and Aesthetic Review Committees, Rosson requested a change in the order of business. The APC agreed. [Edwards arrived.]

Curriculum Committee Report
Claes presented a report on his service as the APC Representative to the UNL Curriculum Committee. He was appointed in the Fall of 2001 when no APC member could be found who was willing to serve on the committee. The committee met 11 times during 2002 and the first eight months of 2003. He listed the committee members and spoke highly of the current chair.

Claes reviewed the Academic Senate’s charge to the Curriculum Committee. He said the undergraduate curriculum was the primary focus of the Curriculum Committee. The committee was a vanguard to protect the undergraduate curriculum from duplication. The Curriculum Committee’s recent work culminated in the issuance of an opinion on what types of extended education can satisfy the Oral Integrative Studies (IS) requirement.

Edwards said discussions initiated by the Academic Senate’s “Wasted Time” committee were moving toward streamlining the curriculum change process and giving departments and colleges more responsibility. He said the Curriculum Committee was not charged with planning the entire UNL curriculum, but had been drawn into editing and performing routine tasks.

Rosson thanked Claes for his report and for his service on behalf of APC. Claes left. Rosson asked for volunteers from among the APC members to serve on the Curriculum Committee. There were no volunteers. There was consensus that Claes should be asked to serve another year. [Rosson informed the APC later that Claes had declined.]

Aesthetic Review Committee
Mitchell volunteered to serve as the Aesthetic Review Committee member for APC.
Speakers and procedures for budget reduction hearings
Rosson reviewed the format of the hearings. A hearing for budget reductions to Industrial Systems Technology (IST) and Education and Human Sciences (formerly Human Resources and Family Sciences) was scheduled in Omaha on September 10. Edwards said he would be unable to speak on September 10, but would give APC a written explanation of the Administration’s reasons for the two budget reduction proposals. He said that deans of the colleges could not be expected to present the Administration’s viewpoint while defending their programs and faculty.

Rosson said Kostelnik had sent him a list of presenters for the EHS programs in Omaha. Names of the faculty members who would be speaking had not been determined. Kettler suggested that departments affected by the cuts be asked to send APC a list of people they wished to represent them. There was discussion of time limits and order of presentation. It was decided that IST presenters should speak between 2:00 and 3:00 on September 10. EHS presenters would be allowed an hour between 3:00 and 4:00. Students and non-university supporters of the programs would have time to speak following the invitees of the departments or colleges.

There was discussion of questions that APC members wished to have answered during the hearing. Edwards answered questions about some options that students might have in the event of their programs being eliminated in Omaha. There was also discussion of the hearing for Health and Human Performance and the open discussion session to be held in Lincoln on September 17.

Hansen and Martin said they would not be able to attend the hearing in Omaha. Edwards was asked whether provision could be made for a van to transport the APC members to Omaha. He said he would secure funding for transportation if a driver could be found. Kettler volunteered to take the necessary training to drive the vehicle.

Issues from the Vice Chancellor
Edwards said there would be a new round of pre-proposals that he wanted APC to evaluate for Programs of Excellence (PoE) funding. The deadline for submission of pre-proposals to Academic Affairs was October 1. He said he expected no more than 10 or 12 pre-proposals. They would be reviewed prior to APC’s receiving them, so Edwards thought APC should be able to make recommendations for or against development of full proposals within a week of receiving them.

Lee said some faculty were concerned about taking early retirements as a result of program eliminations. Edwards said people had been informed they could rescind early retirement requests if their programs were not eliminated.

Edwards distributed information about dual-credit courses entitled “College Credit in High School.” He said it had long been a policy of the University of Nebraska to refuse college credit for courses taken by students who had not yet graduated from high school. Recently the administration learned that UNO and Nebraska Wesleyan University, as well as a few departments at UNL, have been giving credit to high school students. Edwards said the administration would like APC’s advice on offering and certifying such courses. Rosson said the
issue might be considered after APC’s work on budget reductions and PoE proposals were finished.

Other Business
Nancy Myers, Director of the Employee Assistance Program (EAP), had been invited to an APC meeting in August to brief APC on resources available to individuals and departments facing budget cuts. The August meeting was cancelled. Myers informed Kramer that she would be available on September 17 if APC members were still interested in learning about the EAP. There was consensus to hold a special meeting at 4:15 on September 17, after the budget reduction hearing, for Myers’s presentation.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Lona Kramer, APC Coordinator