

**University of Nebraska – Lincoln
Academic Planning Committee**

**Approved Minutes
September 1, 2010**

Members Present

Jennifer I. Brand	David Manderscheid	Shelley T. Fuller
William J. Nunez	Rita Kean	Deborah W. Minter
Jeffrey F. Keown	Miles Taft Bryant	Curtis L. Weller
Ronnie Green	Dwayne Ball	Justin Solomon
Prem S. Paul	John Bender	David C. Solheim

Members Absent

Ellen Weissinger

Others Attending

Mari Greer, President, UNOPA (University of Nebraska Office Professionals Association)
Nancy Myers, President, UAAD (University Association for Administrative Development)
Mark Askren, Chief Information Officer, Information Services
Robert Crisler, Internet and Interactive Media Manager, Office of University Communications
Brett Beiber, Web Programmer/Analyst, Office of University Communications
Seth Meranda, User Experience Architect, Office of University Communications
David Gosselin, Professor, Earth Science, School of Natural Resources
Scott Hunt, Facilities Planner, FM&P Facilities Plan & Construction
Michael Zeleny, Assistant Vice Chancellor, Research
Craig Eckhardt, Professor, Chemistry

Brand stated a quorum was present and called the meeting to order at 3:00 P.M.

Welcome

Brand welcomed APC members to the first meeting of the 2010-2011 academic year. She acknowledged the following new members: Justin Solomon, David Solheim, Ronnie Green, Debbie Minter, Rita Kean, and Curt Weller. She stated there was a lengthy agenda at today's meeting.

Approval of April 21, 2010 Meeting Minutes

Approval of the Minutes from the April 21, 2010 meeting was moved by Ball and seconded by Keown.

Brand asked if there were any comments, questions or discussion and there were none. The Minutes were approved without dissent.

Approval of April 23, 2010 Hearing Minutes

Approval of the Minutes from the April 23, 2010 hearing was moved by Ball and seconded by Keown.

Brand asked if there were any comments, questions or discussion and there were none. The Minutes were approved without dissent.

Approval of April 26, 2010 Deliberation Minutes

Approval of the Minutes from the April 26, 2010 meeting was moved by Ball and seconded by Keown.

Brand asked if there were any comments, questions or discussion and there were none. The Minutes were approved without dissent.

Approval of June 25, 2010 Hearing Minutes

Approval of the Minutes from the June 25, 2010 hearing was moved by Ball and seconded by Keown.

Brand asked if there were any comments, questions or discussion and there were none. The Minutes were approved without dissent.

Approval of June 25, 2010 Deliberation and Meeting Minutes

Approval of the Minutes from the June 25, 2010 meeting was moved by Ball and seconded by Keown.

Brand asked if there were any comments, questions or discussion and there were none. The Minutes were approved without dissent.

Meeting Schedule and Member Materials

Nunez noted in the packet of handouts each member received were the academic year APC meeting dates and the APC membership list. [attached to permanent record] He noted the asterisks' that were on the meeting dates document and asked if there were any changes that needed to be made to the documents to inform he or Shelly Green. He pointed out the *Operating Procedures of the Academic Planning Committee*, also in each member's handout packet, [attached to permanent record] and said the proposed revisions have been through the process and have now been approved. He mentioned that these documents were also located on both Blackboard and the APC web page and that on Blackboard, APC membership has access to past, current, and future materials as they become available. He said to contact him or Shelly Green with any Blackboard questions.

Election of Vice Chair

Brand stated the next item of business was the election of the Vice Chair. She indicated the APC traditionally elects a Vice Chair to become the Chair during following year and noted the nominated Vice Chair would also become the Chair of the Long-range Planning subcommittee. Brand then opened the floor to nominations for Vice Chair of the Academic Planning Committee. Fuller nominated Minter and Keown seconded. Brand asked if there were any other

nominations. Bryant moved to close the nominations and Bender seconded. Deborah Minter's appointment was approved without dissent.

Subcommittee Appointment – Long-Range Planning Subcommittee

Brand informed APC membership that appointments were needed to the Long-range Planning subcommittee and that volunteers were needed. She stated Minter would be the Chair of this subcommittee as she has been nominated and approved as the Vice-chair of the APC. She said this subcommittee assists the Committee in providing the necessary information for long-range business and decisions. She then asked for volunteers.

Fuller, Keown, Ball, and Bryant volunteered for this subcommittee. Their appointments were supported by APC membership.

Subcommittee Appointment – Project Initiation Request Subcommittee

Brand informed APC that appointments were needed to the Project Initiation Request (PIR) subcommittee and that this subcommittee should consist of no fewer than three members. She indicated that Nunez, as the Director of Institutional Research and Planning / APC Secretary, continually serves as the chair and a member of this subcommittee. She said this subcommittee conducts meetings and gathers information on capital projects in order to provide a recommendation to the Committee on a proposed PIR. She then asked for volunteers.

Bender, Solomon, and Weller volunteered for this subcommittee. Their appointments were supported by APC membership.

Committee Appointment – University Curriculum Committee

Brand indicated that APC representation [a faculty member] was needed on the University Curriculum Committee (UCC). Brand stated Bryant was on this Committee last year and asked Bryant to describe his duties on this Committee.

Bryant said that David Fowler had recently submitted a report to the APC on the UCC and he wasn't sure what more he could add. Brand reiterated that Fowler had submitted his report over the summer, which was then forwarded to APC membership and also posted on Blackboard. [Myers arrived] Bryant said there are two to four in-person meetings per year and that most of the business was conducted via the internet. He stated he believed this Committee should adopt Fowler's recommendation relative to what this person is going to be expected to do. (Fowler recommended "1) the need for an APC members to review up to 60 curriculum proposals each month and 2) for purposes of APC oversight, attendance at the two yearly on-site meetings might be sufficient".)

Weller asked for further clarification on this Committee. He asked if this person would be a voting member. Kean replied yes, a voting member, and briefly explained the role of this Committee. The first meeting is on September 8.

There was no further discussion. Brand then asked for a volunteer to this Committee.

Weller volunteered to serve on this committee. His appointment was supported by APC membership.

Committee Appointment – University-Wide Aesthetics Review Committee

Brand informed that APC representation [a faculty member] was needed for the University-Wide Aesthetics Review Committee (ARC). Nunez stated the purpose of this Committee is to review and make recommendations on projects that could have a significant impact on the exterior aesthetics of the UNL campuses. He said this Committee usually meets monthly. Brand then asked for a volunteer.

Bryant volunteered to continue to serve on this committee and this was supported by APC membership.

Academic Program Review Monitor Appointment – Department of Entomology

Brand informed several APC members were needed as monitors for several upcoming Academic Program Reviews (APR's). She stated the responsibility of the APC monitor is to oversee the APR process and to make sure that the process and guidelines have been properly followed. [guidelines for this process are electronically posted.] She said the review are normally 3 days and are intense. Nunez informed that in each member's packet was an APR schedule for 2010-2011, as well as a schedule for 2008-2009 and 2009-2010 which listed representative reports that were still needed. [attached to permanent record] Brand noted some of the academic program reviews did not have a date listed; however, as soon as the dates were known, this information would be conveyed to the APC membership.

Brand indicated to APC that a member was needed as an APR monitor to the Department of Entomology and asked for a volunteer.

Brand volunteered herself to serve as the APR monitor. The appointment was supported by APC membership.

Academic Program Review Monitor Appointment – Department of Plant Pathology

Brand indicated to APC that a member was needed as an APR monitor to the Department of Plant Pathology and asked for a volunteer.

Ball volunteered to serve as the APR monitor. The appointment was supported by APC membership.

Academic Program Review Monitor Appointment – Department of Anthropology

Brand indicated to APC that a member was needed as an APR monitor to the Department of Anthropology and Geography. Manderscheid noted, due to a name change, it is only the Department of Anthropology. Brand asked for a volunteer.

Keown volunteered to serve as the APR monitor. The appointment was supported by APC membership.

Academic Program Review Monitor Appointment – Department of Communication Studies
Brand indicated to APC that a member was needed as an APR monitor to the Department of Communication Studies and asked for a volunteer.

Bryant volunteered to serve as the APR monitor. The appointment was supported by APC membership.

Academic Program Review Monitor Appointment – Department of Biochemistry
Brand indicated to APC that a member was needed as an APR monitor to the Department of Biochemistry and asked for a volunteer.

Bender volunteered to serve as the APR monitor. The appointment was supported by APC membership.

[Askren, Crisler, Bieber, and Meranda arrived]

Matters from Vice Chancellor(s) of Academic Affairs, Institute of Agriculture and Natural Resources, and Research and Economic Development

Brand noted that Weissinger and Paul were not in attendance. She asked Green if he had any matters to share. Green stated that he did not have any matters to share.

Communications and Information Services Presentation

Brand welcomed guest Mark Askren. Nunez reviewed to the new APC members that the reason behind the presentation was to check on the progress of shifting the Faculty/Staff Directory to an online format. At the last APC Hearing on June 25, the APC heard testimony from Mark Askren regarding the budget reduction item eliminating the physical directory. At that time, the motion to eliminate was tabled and APC members indicated: “[APC] would like to have representatives of Information Services return to the committee in the fall with detailed plans and timelines for how the transition from a printed directory to an electronic one will be made and how the university community will be informed about the transition and about how to access and use the electronic version. Members also expressed concern about the special problems facing so-called “desk-less” workers - those who do not have ready access to computers or other devices for accessing an electronic directory.”

Askren thanked Nunez and introduced Bob Crisler, Seth Meranda, and Brett Beiber – all from the Office of University Communications. Askren said University Communications is partnering with Information Services on this project. He said these individuals are working on the online directory and they will have a short presentation after his presentation. Then will have a question and answer session.

Askren then proceeded with his presentation. [attached to permanent record] The following are highlights from this presentation.

- Enhanced online directory services in production in November. There will be a printing option in each directory section.
- UNMC and UNK are not printing a directory this year.

- Major UNL publications that are no longer printed include: The Graduate Bulletin, The Undergraduate Bulletin, and The Scarlet (as a weekly). All of these printed publications have been transitioned successfully to online versions.
- Discontinuing print the phone directory will save an additional \$50,000 each year.
- The data is current. Online directory listing updates will happen daily.
- UNL Directory timeline.
- Focus group has been formed by Meg Lauerman. The focus group will continue discussions and includes UNOPA and UAAD members as well as faculty input.

Crisler then introduced Meranda and Beiber, who gave a brief demonstration of “Officefinder.” Beiber noted several features have been added to “Peoplefinder”.

A question and answer session then ensued. Ball asked how this will appear on a handheld device. Beiber said as of right now, the mobile interface is there. Askren noted even ADA assessable. Nunez inquired how the affiliations’ are populated. Beiber replied, in the paper version, there was a section listing all faculty and staff. This will be on the online directory. Askren indicated Lauerman and the focus group will work on safety information and that this information would be distributed. Solheim inquired how secure from external sources. Askren replied that is one reason why a .pdf will not be published. Information security will be taken very seriously. [During this time frame, Gosselin, Hunt, Paul, and Zeleny arrived and Bender and Keown left.]

Brand asked if there were further questions or comments and there were none. She thanked Askren, Crisler, Beiber, and Meranda for their presentations. They thanked the APC for the opportunity to present. [Askren, Crisler, Beiber, and Meranda left]

Earth Science for Educators Certificate Proposal

Brand noted the proposal for this agenda item was in each member’s handout packets. [attached to permanent record] She then welcomed and introduced guest David Gosselin. Gosselin stated that he did not have a formal statement to make. He noted an online program has been running for 9 months and the thought was to put together and advertise as a package. [Keown returned]

Brand stated she and Fuller were the individuals that had volunteered to review the Earth Science for Educators graduate certificate proposal. She conveyed, in a previous APC meeting, this ad hoc subcommittee had some questions concerning this proposal including: 1) no sign off from the College of Education, and 2) some of the signatures were two years old. Gosselin then explained the two courses. He said that they had followed procedures, this proposal has been approved by Weissinger, and stated that he could get a signature. Brand stated it appears ratification is needed.

Brief discussion ensued and concluded that Brand would email Gosselin a summary of APC membership concerns.

Brand thanked Gosselin for addressing the APC. [Gosselin left]

Project Initiation Request for East Stadium Research Fit-Out [attached to permanent record]

Brand welcomed and introduced guests Mike Zeleny and Scott Hunt. Nunez mentioned this was an agenda item for review and vote by APC membership due to a September 8 internal deadline, and the fact that the APC did not have a PIR subcommittee with new membership until earlier in this meeting.

Zeleny said all are most likely aware of the proposed East Stadium expansion and that this proposed project is part of this expansion. He said the Center for Biosociobehavior, Imaging & Genomics: Representations, Evolution & Development (CBIGRED) will be located on the southern portion of the expansion, occupying the first, second, and third floors. The proposed project will house the imaging magnet and associated research space on the first level and that the second and third floors will provide research and faculty office and support spaces.

Hunt stated that he did not have anything to add.

Paul said this is a mega project, which will bring together biomedical and behavioral researchers at UNL. He noted the faculty leaders of CBIGRED are internationally recognized and hold named professorships at UNL. The research component will be mutually beneficial to Athletics and promote collaboration between Research and Athletics.

Discussion ensued. Solomon asked if this project would be funded with state appropriating dollars. Paul stated all will be funded by resources from the Office of Research and Economic and private sources. Fuller asked if, looking long range in the plan, this will generate business for Innovation Campus. Paul replied the attraction is to bring in faculty and benefit undergraduate and graduate students. Manderscheid commented this is unique and exciting. [Eckhardt arrived]

Approval of recommendation for the project initiation request for an East Stadium Research Space Fit-out was moved by Fuller and seconded by Keown.

Brand inquired if there were further questions, comments, or discussion. There was none. The APC voted unanimously to approve this recommendation.

Brand thanked Zeleny and Hunt and they thanked the APC. [Zeleny and Hunt left]

Engineering Merge Status Update

Brand welcomed past member Craig Eckhardt, who was in attendance to give membership a status update. [Background information: a proposal was developed to merge the departments of Industrial and Management Systems Engineering (ISME), Mechanical Engineering (ME), and Engineering Mechanics (EM). Craig Eckhardt and Jamie Radcliffe were the subcommittee of the APC that was appointed to assist with the process and review the eventual proposal.]

Eckhardt noted Radcliffe was unable to attend. He said Jim O'Hanlon, interim Dean of the College of Engineering, re-surveyed the ISME and asked all if it made academic sense to merge. He noted that the programs in the departments of ME and EM appear similar while the programs in ISME are different. He said in regards to the *APC Guidelines for Providing Information for*

Unit Mergers, the only charge he and Radcliffe had as subcommittee members was to work with unit administrator to develop a survey via a questionnaire.

Brand inquired if 1) the results of the survey posted and 2) what the outcome was. Eckhardt replied the results were not posted and the majority of the faculty favored a merge. He said at the moment, he doesn't know the resolution and suggested the APC should closely monitor. Nunez commented O'Hanlon would be attending the Hearing on September 3.

Brand asked if there were any further questions or comments. Eckhardt commented the APC should be involved in mergers right from the beginning and that the APC monitor needs to be more involved.

Brand thanked Eckhardt for his status update. [Eckhardt left]

Brand stated as both Eckhardt's and Radcliffe's term on the APC ended on July 31, 2010, volunteers were needed.

Brand stated Bender had conveyed to her before leaving the meeting that he would like to volunteer on this subcommittee. Ball also volunteered. Their appointments were supported by APC membership.

Discussion of FY2011 Proposed Budget Reduction Items

Brand noted in each member handout packets were documents describing the proposed budget reduction items. She reminded the Hearing on these proposed items was this Friday, September 3 and to please review these documents. She noted these documents were also posted on Blackboard. She also noted, depending on the amount of agenda items for the Hearing, the deliberation meeting may be held after the Hearing.

Other Business

None

There being no further business, Ball moved and Keown seconded to adjourn the meeting. The meeting was adjourned at 4:56 P.M.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator