

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

**Approved Minutes  
March 12, 2008**

Members Present

Mary K. Bolin  
William J. Nunez  
Craig J. Eckhardt  
Jamie Radcliffe

Barbara A. Couture  
Dwayne Ball  
John Bender

Greg Gifford  
F. Edwin Harvey  
Jeffrey F. Keown

Members Absent

Prem S. Paul  
David H. Allen

John C. Owens  
Jerry Renaud

David Solheim  
Steven S. Waller

Others Attending

Nancy Mitchell, Interim Director of General Education, Office of Undergraduate Studies  
Susan Fritz, Associate Vice Chancellor, Institute of Agriculture and Natural Resources

Bolin stated a quorum had been established and called the meeting to order at 3:00 P.M. Bolin welcomed Nancy Mitchell and stated as she was present, she would move agenda item number 1 to item number 2.

Update on Achievement-Centered Education, UNL's General Education Program

Mitchell stated she appreciated the opportunity to address the APC with an update on the Achievement-Centered Education (ACE) program. She noted the program was still a “work in progress” and they have been meeting with a team of faculty leaders, who will help implement the ACE program in the colleges. [Couture arrived] She said we have a team that is in the process of training and developing so soon will have faculty looking at courses with the goal of certification by December as implementation will be in fall 2009. Mitchell stated we are well aware of faculty concerns that the process might not be streamlined and might require a lot of time and noted they are in the process of developing a software system that will be an on-line submission process, which will be a time saver. Mitchell announced a communication team had been created that will meet and discuss issues with constituents and students. She also mentioned she will meet with ASUN with the goal of informing students about the General Education program. Mitchell stressed that what is desired is a culture change so faculty are focused on learning outcomes. She commented on a couple of items in the process of being resolved: 1) working with the community colleges regarding transfer courses and students, and 2) establishing guidelines for co-curriculum activities that can be ACE-certified. Mitchell remarked Senior Vice Chancellor Couture spoke to the Board of Regents last Friday concerning the General Education program. She then referenced a handout brought for APC members that provides “talking points” for those who may need to discuss ACE with colleagues. [Handout attached to permanent record] Mitchell communicated information about ACE and mentioned that updates on its development can be viewed online at: <http://ace.unl.edu/>. She thanked Associate Vice Chancellor David Wilson for his work on not only this website but on the proposal itself.

Mitchell asked if there were any questions or comments.

Bolin inquired when people will be able to submit courses for the first courses in fall 2009. Mitchell replied the program will be ready on April 1 and mentioned that on April 2 the Course Facilitators will be trained on how to use the system and those Course Facilitators will then train colleagues in their colleges. She

indicated that we are urging people to submit those courses that do not need University Curriculum Committee (UCC) approval - such as existing courses - by June 2 so certification review could begin. Mitchell stated other target dates for submitting courses for ACE certification are August 15, September 15, and October 15 and again encouraged early submission if possible. Mitchell explained the purpose of the Interim ACE team will be to not judge the content of the courses but to look to see if they have actually met the ACE criteria.

In conclusion, Mitchell announced an incentive package originating from Academic Affairs for departments to submit pilot courses - up to five courses per department - who will then receive \$1,000 upon ACE certification and another \$500 upon implementation. She expressed this was a very generous move by Academic Affairs to provide incentive for new courses.

Bolin asked if there were any other questions or comments.

Couture stated she and David Wilson were asked by Provost Linda Pratt, along with UNO and UNK, to present the General Education program to the Board of Regents. She noted that UNL was further along than UNO at this point on this program so UNO did not present. Couture stated the Regents' were impressed with this program and the faculty involvement and mentioned there were many compliments from the Regents. Couture conveyed the Regents' thought the program was substantive and comprehensive and they liked the fact that the faculty were taking into their own hands the issue of assessing how a student meets learning outcomes. Couture remarked when this program was first introduced, hundreds of students responded via the website with insight to what they needed. She noted a lot of these comments were considered and went into the development of this program which was eventually approved by the colleges.

Couture said it was good to hear the Regents' positive and supportive thoughts on what the University was doing with its undergraduate program.

Bolin commented it was interesting to see that this program had already achieved some national recognition. Couture acknowledged this and remarked the AAC &U (Association of American Colleges and Universities) will feature this program in its summer workshop, which is similar to workshops our faculty attended during the summer.

Bolin inquired if there were any questions or comments for Couture and there were none. She also inquired to Mitchell if she had anything to add. Mitchell drew attention again to the ACE website and invited membership to take a look at it.

Bolin asked if there further questions or comments and there were none. Mitchell thanked APC membership for the invitation and expressed she would be happy to return in the future to present another update. Bolin agreed an update in the future would be good and thanked Mitchell for her presentation. [Mitchell left]

#### Minutes of the Previous Meeting

Approval of the Minutes from the February 13, 2008 meeting was moved by Ball and seconded by Bender. The Minutes were approved without dissent.

Revision of APC Bylaws in Regards to APC's Summer Recess Operating Procedure [Handout attached to permanent record]

Bolin drew attention to the members' packets in which highlighted revisions to the APC's Summer Recess Operating Procedures were included and reminded APC membership the revisions were prepared by Nunez and Solheim. Nunez stated there was excellent feedback during the last meeting in which improvements were suggested. These mainly included how to deal with a quorum in the absence of a quorum and how to proceed if the Chair or Vice Chair was not available. Nunez proceeded to read Section 7, Item A to APC membership and then mentioned an email he received from Eckhardt stating there should be further elaboration on "the senior faculty member on APC" as usually more than one person assumes membership at the same time, thus, there could be two people with equal seniority on the committee. Thus, Nunez added "determined by rank and years in rank". [Fritz arrived]

Eckhardt moved acceptance of Section 7, Item A & B. Bender seconded the motion. Discussion continued.

Harvey asked for clarification on the phrases "senior faculty member" and "rank and years in rank" asking if this was seniority and rank on the APC committee or as a UNL faculty member in general. Nunez clarified that it was seniority and rank as a UNL faculty member. Harvey was troubled by this selection criteria and suggested two other alternatives: 1) that in the absence of the Chair and Vice Chair that the Secretary of APC should be the ranking member to which correspondence should be sent, or 2) the Chair should appoint a representative faculty member in his or her absence to serve as acting Chair for receiving correspondence. He expressed concern that the proposed new wording seemed to become more complex rather than simpler. Nunez replied the reasoning for the wording is this is a faculty committee that is chaired and governed by faculty and the APC Secretary by position is an administrator. Discussion ensued. Bolin noted one of the items we are discussing is a potential situation where both the Chair and Vice Chair would be out at the same time and noted this would be a rarity. Eckhardt and Ball agreed a rarity but could happen. Harvey stated another concern was that the most senior faculty member of the university on this committee might not necessarily be the most knowledgeable faculty member on the committee on a particular issue so he again suggested the wording read the Chair should appoint the senior faculty member based on whom has the most knowledge on the particular issue, not by rank or years in rank. Harvey also expressed his concern that APC not be perceived by UNL faculty to be a committee controlled only by senior faculty members with higher rank, but rather that faculty of all ranks were a part of the UNL governance process. He believed that this new policy would send the wrong message to UNL's junior faculty members.

Nunez also pointed out in Item F regarding, if after five working days, a quorum cannot be established, "the APC Secretary will establish a quorum consisting of a combination of current, past, and members-elect, selected in that respective order."

Bolin inquired if there were any further comments or changes and there were none.

Bolin called for a vote on the motion to accept Section 7, Items A & B as presented. The vote passed with Harvey dissenting.

Keown moved acceptance of Section 7, Item F. Eckhardt seconded the motion. Discussion continued.

Eckhardt voiced the wording should be "immediate" or "prior" past. Bolin reminded our default procedure is not to meet during the summer. Nunez agreed and said these procedures are "just in case" in a rare instance when there is an issue that requires immediate attention. Eckhardt inquired as we are discussing procedures during the summer, is five days too long. Nunez replied he and Solheim had discussed the number of days and determined five days was probably a reasonable number as time was needed to get in touch with committee members.

Bolin clarified Nunez will add “prior year” in place of “past” in Item F and asked if there were any further discussion. There were none. Bolin called for a vote on the motion. The motion passed without dissent.

Bolin thanked Nunez and Solheim for their efforts. Nunez noted the revised Operating Procedures would be distributed at the next APC meeting and conveyed Green will post to Blackboard and the website.

Procedure Item – Procedure of Vice Chair to Chair [Handout attached to permanent record]

Bolin stated this and the next two items on the agenda are procedural items regarding the APC Operating Procedures. Specifically, how sections are written compared to practices that are currently followed. She conveyed at this meeting she would like to briefly discuss each item and asked APC membership to determine if an individual(s) or a subcommittee would like to take those items/questions.

Bolin said the first item concerned Article 2 and Article 3, which are highlighted on our Operating Procedures. She communicated in practice the Vice Chair had always been the Chair-Elect of the APC, however; the Operating Procedures do not reflect that. She asked membership if this would be an item to consider and membership agreed. Eckhardt volunteered to review and propose language and would bring back at the next meeting. Harvey pointed out that if this Vice-Chair to Chair succession was formalized and stated as the standard procedure, one could not be Vice Chair during the last year of his or her term. Harvey noted his opposition to this condition, suggesting that a member should be able to serve as Vice-Chair in their last term. Harvey asked for written clarification on this issue in the new language. Bolin responded that this would be part of the discussion.

Procedure Item – Amend Chair of Long-Range Planning Subcommittee to Reflect Chair-Elect Role [Handout attached to permanent record]

Bolin said the second item is equally straightforward and drew attention to page 6 and the highlighted Section 5, Item C. Bolin stated traditionally the Chair of the Long-Range Planning Subcommittee becomes the Vice Chair of the APC and again this is not reflected in our Operating Procedures. Eckhardt informed this practice was implemented when he was Chair, however; he agreed this practice was not reflected in the Operating Procedures. Bolin asked Eckhardt to propose wording on this item as well if he and membership agreed. Both Eckhardt and membership agreed. It was determined that Eckhardt would bring proposed wording on this item to the next meeting. Eckhardt noted this subcommittee consisted of seven members and wondered if this was too large of a number. Nunez pointed out on our current “Officers, Subcommittee Members and Representatives on University-Wide Committee” sheet there are not seven members so perhaps we should look at a more “workable” number. Membership agreed.

Procedure Item – Role of Subcommittees [Handout attached to permanent record]

Bolin asked Nunez to speak on this item. Nunez drew attention to Section 5, Item B, which is the Academic Program Review (APR) Subcommittee and stated the “Responsibilities” section would be the discussion item. He conveyed this procedure had not been practiced or followed in recent past and explained and read the “Responsibilities” section. Nunez asked; 1) Eckhardt for his help with historic reference and, 2) APC membership if this item was worth discussing and pursuing. Eckhardt responded with three historic backgrounds on the creation of this subcommittee: 1) at a time, there was a backlog of APR’s and the belief was this would be a time saver, 2) also around this time, the APC was dealing with budget cuts so it was decided to streamline the APR’s so APC could spend more time on other issues, and 3) the belief was this would be helpful in getting the reports in a most timely fashion. Nunez stated this was helpful information, commented we (Secretary and Coordinator) more or less already track and collect materials during the APR process and watch for any voids and inconsistencies. He further inquired to APC membership if, as written in the procedures, “meeting with the Dean, Chair of the program...”

was necessary as the APR Monitor had already been involved in meeting with the Dean and Chair throughout the APR process. In addition, the logistics of such an additional meeting might be time-intensive. Bolin agreed and commented that we should match the current practice to the operating procedures.

Discussion ensued. Harvey reported that he had been instructed by a representative of the VC for Academic Affairs Office not to participate in the portions of the Electrical Engineering APR which involved meetings with the administration. Eckhardt commented the reason the APC person is involved is to see that the APR procedure is working and to also identify any problems. Keown inquired if the APR subcommittee was created before the “formal” report of academic program review template. Eckhardt replied yes.

Bolin asked the members of the APR subcommittee to consider alternative language, modifying, or editing Section 5, Item B and to report back at a future meeting. Bolin stated she would contact Waller, the Chair of this subcommittee, to further discuss at he was not present and asked if there were further comments or questions.

Couture remarked she wanted to clarify the APR APC monitor should attend the “wrap-up” meeting, which to name some participants, includes the SVCAA, representatives from the department, and external review team. She further noted that we need to be clear on the procedure. Couture conveyed she would check on this with Evelyn Jacobson on the Electrical Engineering APR. Ball commented according to the APR Guidelines the APC monitor should attend this meeting. Eckhardt stated non-involvement in this meeting should be noted on the report.

Bolin inquired if there were further questions or comments.

Eckhardt proposed in Article 3, Section 2 (Duties) a couple of potential additions for clarifying purposes. These proposed additions were: 1) the Secretary or the Chair set the Agenda and 2) charges to the Subcommittees should be made by the Chair.

Bolin asked if there any further comments or questions.

Couture remarked, due to an oversight on our part, the revisions to the APC Operating Procedures might contradict the UNL Bylaws and suggested consulting with the appropriate administration. She volunteered to speak with Susan Poser or Evelyn Jacobson to confirm no rules or regulations were out of order. Bolin agreed and thanked Couture.

There were no further discussions.

#### Matters from Vice Chancellor(s)

Couture announced she only had one other item to discuss as she had already reported on General Education. She stated she would discuss the Programs of Excellence (POE) process this year. She noted we have been constrained somewhat by the fact as in the past, generally by this time of year; we have either known the POE fund amounts or had received POE funds. However, this year we have not presently received them.

Couture conveyed that Provost Pratt has asked each of the university campuses for a detailed request by March 31. She said as a result of this request we have conducted a process for the pre-proposals and have given preliminary thought on which of the projects should go on for the final proposals. Couture noted

that since APC membership would not be given the opportunity for its recommendations she asked the Provost for an extension date of the end of April. Couture said this extension was granted and conveyed, due to the time constraints, the APC would receive a tentative set of recommendations at its April 9 meeting and a response would be needed at its April 23 meeting. Couture also noted Academic Affairs has formally asked President Milliken to amend the POE presentation timetable.

Bolin asked if there any questions or comments for Couture. There were none.

Bolin asked Fritz if she had any comments to make on behalf of Owens. Fritz responded she wished to relay Owens was out of town and Waller was presiding at an awards ceremony. She conveyed both send their regrets and stated she had no items to share.

Bolin asked if there were any questions or comments for Fritz and there were none. She thanked Couture and Fritz for their comments.

#### Other Business

Harvey would like to further discuss the Academic Program Review (APR) on Electrical Engineering at the next APC meeting. Couture noted the APR procedure is relatively new to the College of Engineering and conveyed this department is adjusting and has shown excitement and a willingness to learn.

The meeting was adjourned at 4:05 P.M.

Respectfully submitted,

Michelle (Shelly) Green  
APC Coordinator