

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

**Approved Minutes
February 9, 2011**

Members Present

Jennifer I. Brand, Chair	William J. Nunez	Shelley T. Fuller
David Manderscheid	Deborah W. Minter	Jeffrey F. Keown
Rita Kean	Miles Taft Bryant	Justin Solomon
Ellen Weissinger	Dwayne Ball	

Members Absent

Ronnie Green	Prem S. Paul	John Bender
Curtis L. Weller		

Others Attending

Nancy Myers, President, UAAD (University Association for Administrative Development)

Brand stated a quorum was present and called the meeting to order at 3:08 P.M.

Approval of January 26, 2011 General Meeting Minutes

Approval of the Minutes from the January 26, 2011 general meeting was moved by Ball and seconded by Minter.

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

Consideration and Action on Revision of the Operating Procedures of the APC

Brand reminded membership revision of the Operating Procedures of the APC was an agenda item introduced by the Long-range Planning subcommittee at the last APC meeting. She noted most of the discussion at this meeting involved the APC chair voting on all motions. She noted Nunez incorporated this addition, as well as other additions as discussed by APC and approved by Faculty Senate. She drew attention to the redlined document in each member handout packets. [attached to permanent record] Nunez commented that the redline version should include all the edits to date. The goal is to submit the revisions for higher-level approvals all at one time.

Brand stated the additions include: 1) clarification of the Chair as a voting member; 2) incorporation of language, as approved by the Faculty Senate, for the addition of 2 faculty members; 3) incorporation of language, as approved by the Faculty Senate, specifying the Vice Chancellor of Research and Economic Development as a voting member; 4) modifications to the language regarding the requirements of a quorum; and, 5) general editing of language and wording.

Brand asked Bryant to further discuss this agenda item.

Bryant stated the Long-range Planning subcommittee, consisting of him, Minter, Fuller, Keown, and Ball recommends APC approval and introduced the motion to do so. As a motion from a committee, no second was required.

Brand asked if there were any questions, comments, or discussion and there was none. She reminded endorsement of the subcommittee served as a motion and second and called for a vote. The APC voted unanimously to approve the revised Operating Procedures of the APC.

Nunez indicated the next steps in the process for approval include consideration and approval by the Faculty Senate and the ASUN (Association of Students of the University of Nebraska). Once approval is obtained, the Operating Procedures will be forwarded to the Chancellor and the Board of Regents for final approvals. He said if membership agreed, he would initiate this process. Membership agreed.

Consideration and Action on Procedures to be Invoked for Significant Budget Reallocations and Reductions Document

Brand reminded membership this agenda item also has been introduced previously by the Long-range Planning subcommittee and has been discussed at previous APC meetings. She asked Ball to further discuss.

Ball drew attention to the document in each member's handout packet and also noted the key at the top on page 1 which explained the committee or group that initiated the change. [attached to permanent record] He pointed out several items: 1) wording on page 3 in the "Consultation" area; 2) additional areas throughout the document where "consultation" wording has been inserted; and, 3) wording at the bottom of page 7 describing, in part, "As part of the review process, the APC shall invite all persons employed in affected units to appear and speak at a timely public hearing or hearing to clarify issues raised by the proposal or written responses received." He conveyed even though the APC has held a public hearing or hearings in previous budget reductions, this wording simply is formalizing what the APC already does.

Ball stated the Long-range Planning subcommittee recommends APC approval and introduced the motion to do so. As a motion from a committee, no second was required.

Brand pointed out the flow charts in the appendix and indicated these flow charts were created by coordinator Green. She complimented Green on a job well done.

Brand asked if there were any comments, questions, or discussion.

Myers asked for clarification regarding wording in the footnote on page 5. Brand clarified, once the process is invoked by the Chancellor, "the Presidents of UAAD and UNOPA" (University of Nebraska Office Professionals Association) "or their designees shall serve on the APC only during Phases One, Two, and Three of the budget reallocation and reduction process, and shall vote only on budget reduction matters."

Brand asked if there were any further comments, questions or discussion.

Kean indicated she would like to make a friendly amendment. She pointed out, on page 3, section 3, second sentence; the word “and” in “A shared definition of the word “consultation” is essential to ensure there is ample opportunity for advice and prior to recommendations being developed.” should be deleted. Membership agreed. Brand stated the word “and” in that sentence will be stuck.

With no further discussion, Brand reminded endorsement of the subcommittee served as a motion and second and called for a vote. The APC voted unanimously to approve the revised Procedures to be Invoked for Significant Budget Reallocations and Reductions as corrected.

Brand complimented the Long-Range Planning subcommittee on an incredible job reviewing and revising this document. She noted the review and revising was a time-consuming undertaking. The Long-range Planning subcommittee thanked coordinator Green for her work and assistance.

Nunez indicated he would initiate the process on this document as well. Membership agreed.

APC Representative Academic Program Review Report for School of Natural Resources [Copy of report attached to permanent record]

Brand introduced the next agenda item and asked Fuller to present her report.

Fuller indicated a copy of her report was in the members handout packets and expressed this was a rather complex review as the School of Natural Resources (SNR) is structured into “facilities” (6 faculty areas), “a unique organizational model unlike most academic units”. The faculty areas are: applied climate science, applied ecology, geography/geographic information science, human dimensions, geology and soils, and water. She said the review included five approved Centers that are part of the SNR. In addition, the SNR includes Cooperative Extension units, and key affiliations with federal and state agencies and has major collaborations and linkages with IANR (Institute of Agricultural and Natural Resources) and their research and extension centers and the IANR affiliated Nebraska Forest Service. She said SNR also has significant collaborations with departments and centers within the College of Arts and Sciences.

Fuller shared each of the external review team members were well-versed in their disciplines and each member had an “understanding of the interdisciplinary natures of the disciplines and the collaborative nature of research and teaching and outreach activities”. She said the external team members also had “an understanding of the complexities of affiliated Centers, Federal and State agencies, and Commissions and stake-holder groups.” She stated the team leader was very well organized and efficient. She noted all review team members participated in the organization and writing of the review team report. She said this report made numerous suggestions for improvement and noted areas of specific concerns.

Fuller said the faculty and staff of SNR considered the recommendations from the review team and responded with a lengthy item by item report. She said they also included in the report a timeline for implementation of many of the review team's recommendations.

Fuller, in summary, indicated the review process was professionally conducted and all UNL guidelines for Academic Program Reviews were followed. She communicated no recommendations for a formal hearing is needed.

Brand asked if there were any questions or comments for Fuller and there were none.

Brand stated she had two questions: 1) did you believe the APC representative was included throughout the entire review well? and, 2) how did you feel the student participation was? Fuller replied yes, she was included throughout the entire process. She expressed the student participation was excellent and they were active participants throughout the review. She noted that both the undergraduate and graduate representative participated in the writing of the review team report.

Solomon inquired if it is known how the department selects the students. Fuller replied she is uncertain how the students are selected. [Minter left] There was brief discussion on student involvement. The Academic Program Review Guidelines were referenced - in particular B. Composition on page 5.

Brand asked if there were further comments, questions, or discussion and there were none. The report was accepted by membership. Brand thanked Fuller for her report.

[For reference the Academic Program Review Guidelines is located at the following URL:
http://www.unl.edu/svcaa/documents/apr_guidelines.pdf]

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

Brand asked Weissinger if she had any matters to share or discuss with the APC. Weissinger replied that she had no matters to discuss.

Other Business

Bryant commented he is the APC appointed representative of the university-wide Aesthetics Review Committee. He indicated that he has learned quite a bit on projects involving campus aesthetics. He expressed he is very impressed with the care taken by this very knowledgeable group. Manderscheid agreed. He said in his involvement in past discussions, the care taken by this group is just incredible.

Solomon indicated Solheim had asked him to inform APC membership that he is unable to continue to serve on the APC due to a class conflict. Solomon said ASUN is currently looking for another graduate representative to serve on the APC.

Brand asked if there were any "other" other business. There was none.

There being no further business, Ball moved and Bryant seconded to adjourn the meeting. The meeting was adjourned at 3:38 P.M.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator