

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

**Approved Minutes
May 4, 2011**

Members Present

Jennifer I. Brand, Chair	William J. Nunez	John Bender
Ellen Weissinger	Shelley T. Fuller	Jeffrey F. Keown
Gary Keibel	Miles Taft Bryant	Lane Carr
David Manderscheid	Dwayne Ball	Justin Solomon
Curtis L. Weller	Deborah W. Minter	Ronnie Green

Members Absent

Prem S. Paul

Others Attending

Mari Greer, President, UNOPA (University of Nebraska Office Professionals Association)
Nancy Myers, President, UAAD (University Association for Administrative Development)
Gerard Harbison, Professor, Chemistry
Martha McCollough, Associate Professor, Anthropology
Stephen Lahey, Assistant Professor, Classics and Religious Studies
Nancy Mitchell, Professor and Director for General Education
Linda Major, Assistant to the Vice Chancellor, Student Affairs
James O’Hanlon, Interim Dean, College of Engineering
Joseph Turner, Professor and Department Chair, Engineering Mechanics
Jeffrey Shield, Professor and Interim Department Chair, Mechanical Engineering

Brand stated a quorum was present and called the meeting to order at 3:05 p.m. She noted Nunez would be recording today’s meeting Minutes as coordinator Green was out of town. She introduced incoming member Stephen Lahey to membership and conveyed his term will begin August 1 this year.

Open Session

Proposal on Campus-Wide Civic Engagement Certificate

Brand welcomed guests Nancy Mitchell and Linda Major who were present in support of the proposal and to answer any questions, if needed. Brand indicated to membership that a copy of the proposal was in each member’s handout packets. [attached to permanent record] She then asked Minter, subcommittee chair, to further discuss this agenda item.

Minter informed the Committee Solomon was the other member on the subcommittee who reviewed this proposal. She indicated the subcommittee had questions and had met with Mitchell

and Major for clarification. She briefly informed members of the questions and findings from the subcommittee.

Minter stated the subcommittee recommends APC approval and introduced a motion to do so. As a motion from a committee, no second was required.

Brand asked Mitchell and Major if they had any comments. Mitchell stated she had a flow chart describing the purpose, values, assessments, and a time line for this proposed certificate to distribute to membership. [attached to permanent record] She said by Fall 2011 there will be a Center for Civic Engagement located in the City Campus Union. She shared two staff members from the Student Affairs office have been re-assigned to help with duties and monitoring so will not fall on faculty and staff. She stated the Civic Engagement Certificate makes efficient use of students' time as they can participate without adding time to complete their degree. It also is sustainable, uses resources efficiently, and is adaptable to student/program needs. Further, it includes four courses: Two courses, ACE 8 (Achievement-Centered Education (ACE) is UNL's new general education program) and ACE 9, will automatically count toward certificate completion.

Mitchell expressed this certificate is a result of a lot of discussion with faculty, staff, and students and shared this certificate was also taken to members of the business community who responded enthusiastically. She pointed out the ASUN resolution and the letters of support from academic deans and program directors.

Major conveyed, regarding measures and procedures for verification of completion of the certificate requirement, that Career Services' Husker Hire Link will serve as an e-portfolio repository and will document the co-curricular experiences and required reflection pieces. She said students will list the courses they want to apply to the certificate in this e-portfolio as well.

Mitchell added an advisory committee, comprised of faculty, staff, and students, will be established to provide oversight for the program, develop processes for approving course transferred from another institution and assist with assessment activities. She noted the certificate will have strong faculty oversight.

Brand inquired if there were questions, comments, or discussion from membership. A brief question and answer ensued.

Bryant expressed this would be tremendously attractive to an undergraduate student and inquired how a large interest would be handled? Mitchell said we will start small as we want to do this in a careful thoughtful way so we don't get more than we can handle.

Keown pointed out the schematic diagram handout from Mitchell and noted this is the type of diagram grant sponsors want to see – especially FISPE grants over \$500,000. Mitchell thanked Keown.

Bryant verified the supervision of this certificate is housed under the Vice Chancellor for Student Affairs. Mitchell stated ACE staff in the Office of General Education will administer the program. She said this is a part of a larger initiative on campus so this is a joint effort in that way but the certificate itself will come from the academic side.

Carr said from a student perspective he believes this is a great opportunity and noted the Student Government supports civic engagement and to have an academic portion is very encouraging. He expressed this is an excellent proposal and he is excited to see how this program develops. Mitchell and Major thanked Carr.

Brand inquired if there were further questions, comments, or discussion from membership and there was none.

With no further discussion, Brand reminded endorsement of the subcommittee served as a motion and second and called for a vote. The APC voted to approve the proposed campus-wide Civic Engagement certificate. Brand thanked the guests for attending the meeting and the guests thanked the APC. [Mitchell and Major left]

Proposal on Merger of Department of Engineering Mechanics and Department of Mechanical Engineering

Brand welcomed guests Jim O'Hanlon, Jeff Shield, and Joe Turner who were present in support of the proposal and to answer any questions, if needed. Brand indicated to membership that a copy of the proposal was in each member's handout packets. [attached to permanent record] Brand asked Ball, subcommittee chair, to further discuss this agenda item.

Ball said Bender was the other individual on the subcommittee who reviewed this proposal and drew attention to their support memo in each member's handout packets. He conveyed the subcommittee examined the process by which the proposed merger has been planned and have found no concerns. He stated the process appears to have been faculty-driven and respectful of faculty governance.

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

Brand inquired to membership if there were any questions, comments, or discussion. A brief question and answer ensued.

Manderscheid said he is agreeable with the proposed name of the merged departments but asked for verification that the Chair of Physics as well as the Director of the Nebraska Center for Materials and Nanosciences were consulted on the proposed name of the single department and that they were agreeable as well. O'Hanlon confirmed they were consulted and they were agreeable.

Brand noted in a past APC budget reduction meeting, one College of Engineering budget reduction item involved merging the departments of Mechanical Engineering, Engineering

Mechanics, and Industrial and Management Systems Engineering and wondered what happened to the third department? O'Hanlon replied the two merging departments found a great deal of similarities while the IMSE department did not have these similarities.

Brand inquired if there were further questions, comments, or discussion from membership and there was none.

Brand reminded endorsement of the subcommittee served as a motion and second and called for a vote. The APC voted unanimously to approve the proposal to merge the Department of Engineering Mechanics and the Department of Mechanical Engineering into a single department to be named the Department of Mechanical and Materials Engineering. She thanked the guests for attending the meeting and the guests thanked the APC. [O'Hanlon, Shield, and Turner left]

Proposal on Plant Protection Sciences Degree Program

Brand introduced the proposal [attached to permanent record] and informed membership the Department of Plant Pathology has voted to eliminate the Plant Protection Sciences as a major. She indicated this proposal was requested and submitted by James Steadman, Department Head of Plant Pathology and is endorsed by Dean Steven Waller and VC Ronnie Green. She stated she would entertain a motion to approve.

Ball moved to accept the elimination of the Bachelor of Science degree in Plant Protection Sciences program. Keown seconded.

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

Carr verified there were no majors this past fall. Brand confirmed and noted there is an opportunity to have an option in Plant Biology or invasives.

Ball commented this proposal has also been approved by the CASNR (College of Agricultural Sciences and Natural Resources) Curriculum Committee and by the CASNR Faculty.

Brand asked if there were further discussion or comments and there were none. Brand called for a vote. The APC voted unanimously to endorse the proposal.

Report on University Curriculum Committee

Brand introduced the next agenda item and asked Weller to present his report.

Weller distributed his report [attached to permanent record] and stated his report covers the 2010-2011 academic period of time during which he served as the APC representative to the University Curriculum Committee (UCC). He then briefly described the functions and the role of the UCC. He stated the regular business of the submission and approval is conducted using an on-line system (CREQ). He said one face-to-face meeting is supposed to be held each semester; however, only one meeting was held in September, 2010. He conveyed in this meeting Brian Moore from the College of Fine and Performing Arts was introduced as the UCC Chair for the

year and concluded with discussion detailing the on-line submission and voting system for new members.

Weller then provided membership with a summary of 2010-2011 UCC approvals for UNL undergraduate courses as follows: 95 new courses, 34 course deletions, 283 change in courses, and 93 certified as ACE (Achievement-Centered Education) courses. He noted 13 of the 93 proposals of the certified as ACE courses were to be considered by the UCC ACE subcommittee today.

Weller stated an item for the APC to consider relative to the UCC is a previous recommendation from a previous UCC representative is attendance at each semester's face-to-face meeting might be sufficient for purposes of APC oversight. Such a recommendation holds merit assuming UCC meets.

Weller pointed out the table of trends in his report and communicated it may be appropriate for the APC to look at this table if we keep generating undergraduate courses. He conveyed unmonitored growth in active and/or approved courses with minimal course deletions during a period of stable or marginal growth in faculty resources may be counterproductive.

Brand inquired if there were any questions, comment, or discussion. Brief discussion ensued on the course duplication and review requests for ACE certifications.

Brand asked if there were any further questions, comments, or discussion. There were none. The report was accepted by the APC membership. Brand thanked Weller for this report.

Revisions to the APC's Guiding Principles and Procedures for Budget Reductions

Brand indicated there were three documents from the Long-range Planning subcommittee [attached to permanent record] in each member handout packets relating to budget reductions - the APC's internal Guiding Principles and Procedures for Budget Reductions document, proposed changes to Section VI. Part A. of this document, and proposed verbiage on a disclaimer from Bender. She said these documents were discussed during a previous meeting with the understanding to continue discussion and possible vote. She asked one of the subcommittee members to further discuss.

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

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

Harbison commented in Section VI. A. wording should be revised. Ball agreed and proposed removing "in a time frame that does not allow for a UNL appeals process to conclude." and replacing with "until any appeals file through UNL processes conclude." so the sentence reads "...in order to retain health insurance or other benefits until any appeals file through UNL processes conclude."

Weller suggested in Section VI. A. that “should” be replaced with “shall”. Membership agreed with both proposed revisions with the consensus these revisions would be forwarded to the committee with the thought to potentially vote upon at the next meeting.

Ball withdrew the earlier motion and introduced a motion to postpone to potentially vote upon at the next meeting. Fuller seconded. Brand called for a vote. The APC voted unanimously to postpone.

Brief discussion then ensued on placement of the “disclaimer” in the document and concluded that the “disclaimer” would be inserted into the footnote.

Brand inquired if there were further comments or discussions on this topic and there was none.

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. Weissinger informed membership an announcement would be made tomorrow that Patrick Dussault has agreed to be the new Dean of Graduate Studies at the university. She said he will take over duties as graduate dean June 1, pending approval by the University of Nebraska’s Board of Regents. She expressed she is pleased and looking forward to working with him.

Other Business

Brand noted in each member handout packets were documents describing the proposed budget reduction items. She reminded the Hearing on these proposed items was next Tuesday, May 10, in the City Union, to begin at 2:00 p.m. and to please review these documents. She indicated Nunez had brought notebooks containing budget items and responses that Coordinator Green has compiled so far. She noted these documents were also posted on Blackboard and that new documents were being added daily. [Solomon arrived] She also noted, depending on the amount of agenda items for the Hearing, the deliberation meeting may be held after the Hearing. If not, the deliberation meeting would be held on Wednesday, May 11 as this date was a previously asked date to hold for a possible if needed meeting.

Closed Session

Bryant moved the Academic Planning Committee (APC) into a closed session for the purpose of holding a discussion on the following subject: General Budget Framework Discussion. Fuller seconded.

The APC went into closed session at 4:05 p.m. and reconvened the open meeting at 4:29 p.m. [Green arrived during this time frame]

Open Session

Brand asked if there was any other business. Green conveyed, as Vice Chancellor of the Institute of Agriculture and Natural Resources, that he did not have matters to share or discuss.

There being no further business, Keown moved and Solomon seconded to adjourn the meeting.
The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

William J. Nunez
APC Secretary

Michelle (Shelly) Green
APC Coordinator