

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

**Approved Minutes  
September 7, 2011**

Members Present

Miles Taft Bryant, Chair	William J. Nunez	Jennifer Brand
Gary Kebbel	Donde Plowman	Gerard Harbison
Dwayne Ball	Zoya Avramova	Martha McCollough
Jack Morris	Lane Carr	
Stephen Lahey	Sylvia Jons	

Members Absent

Ronnie Green	Prem S. Paul	Ellen Weissinger
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Others Attending

Patrick Dussault, Dean, Graduate Studies

Bryant stated a quorum was present and called the meeting to order at 3:00 p.m.

Bryant welcomed incoming members Donde Plowman as the academic dean representative, Stephen Lahey representing Arts and Humanities, and Sylvia Jons as the ASUN representative for graduate students. He informed membership Curtis Weller was not able to serve on the APC this year as he was serving as a Jefferson Science Fellow in Washington, DC and welcomed Zoya Avramova, representing Biological Sciences, as his stand-in. Bryant announced the Board of Regents approved the addition of two faculty members to the APC over the summer and officially welcomed Martha McCollough and Gerard Harbison.

Bryant then welcomed and introduced Patrick Dussault, Dean of Graduate Studies, who wished to briefly speak to APC members. Dussault expressed he wished just to introduce himself as the new dean of Graduate Studies and shared he plans to attend APC meetings as needed. Bryant mentioned Ball was a member of the Graduate Council so there may be connection there. Dussault thanked the APC for their time. [Dussault left]

Approval of April 13, 2011 General Meeting Minutes

Approval of the Minutes from the April 13, 2011 general meeting was moved by Ball and seconded by Brand.

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

Approval of May 4, 2011 General Meeting Minutes

Approval of the Minutes from the May 4, 2011 general meeting was moved by Ball and seconded by Lahey.

Bryant asked if there were any questions or comments. Bryant commented in these Minutes for future discussion is the topic of the University Curriculum Committee. The Minutes were approved without dissent.

#### Approval of May 10, 2011 Hearing Minutes

Approval of the Minutes from the May 10, 2011 hearing was moved by Brand and seconded by Carr.

Bryant asked if there were any questions or comments. Nunez commented these Minutes have been condensed and recordings for this hearing are located on the APC web page. The Minutes were approved without dissent.

[For reference Academic Planning Committee Minutes are located at the following URL:  
<http://www.unl.edu/apc/minutes.shtml>]

#### Approval of May 11, 2011 Deliberation Meeting Minutes

Approval of the Minutes from the May 11, 2011 deliberation meeting was moved by Ball and seconded by Lahey.

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

#### Approval of August 31, 2011 Meeting Minutes

Approval of the Minutes from the August 31, 2011 special meeting was moved by Morris and seconded by McCollough.

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

#### Meeting Schedule, Member Materials, and Discussion on Implementation and Use of Technology

Bryant requested that Nunez discuss this agenda item. Nunez indicated in each member handout packet was the schedule of meeting dates, the membership list, the Operating Procedures of the Academic Planning Committee, and several spreadsheets containing Academic Program Review (APR) information. [all attached to permanent record] He then briefly discussed each as follows: 1) regarding the meeting dates, the last meeting is the annual meeting. He said Chancellor Perlman has been invited to this meeting and he would attend this meeting and possibly other APC meetings; 2) to double check the member list for any inaccuracies and noted two members were still "to be determined" - one was the Faculty Senate President's designee and the other was a replacement for a member who had to regretfully resign - and by the first part of October both vacancies should be filled, if not before; 3) again, revisions to the Operating Procedures have been through the process and were approved by the Board of Regents over this past summer; and, 4) the APR spreadsheets showing APR's in 2009-2010 and 2010-2011 were informational, while the spreadsheet in 2011-2012 detailed upcoming APR's where an APC representative is required.

[Harbison arrived] [McCollough left] Nunez also drew attention to the document listing volunteers needed for APC subcommittees as well as university-wide committees [attached to permanent record] and noted this was an agenda item(s) later in this meeting.

Nunez then discussed current and potential future use of technology in APC operations. Specifically, could the high level of resources needed to produce, assemble, and distribute hard copies of member materials be reduced or eliminated, in time, through use of technology? [McCollough returned] Discussion ensued. Brand commented that with greater use of technology, the APC could vote electronically also. Harbison agreed such as voting on approval of Minutes. Discussion concluded with membership generally stating less paper would be agreeable; however, some do not have a university laptop or tablet to use. Bryant suggested this be an agenda item for further discussion at the next APC meeting. Membership agreed.

#### Election of Vice Chair

Bryant said the next item of business is the election of the Vice-chair. He indicated the Vice-chair, who shall be a faculty member with more than one year left of his or her term, is the Chair-elect and will assume the office of the Chair at the end of the term of the serving Chair. Additionally, the Vice-chair of the APC is the Chair of the Long-range Planning Subcommittee. Bryant stated eligible members are as follows: Gerard Harbison, Stephen Lahey, and T. Jack Morris.

Bryant opened the floor to nominations for the Vice-chair and Chair-elect of the Academic Planning Committee. Ball nominated Lahey and Morris seconded. Bryant asked if there were any other nominations. Ball moved to close the nominations and Morris seconded. Stephen Lahey's appointment was approved without dissent.

#### Subcommittee Appointment – Long-Range Planning

Bryant informed APC membership that appointments were needed to the Long-range Planning subcommittee and that volunteers were needed. He said this subcommittee assists the Committee in providing the necessary information for it to make informed decisions in the performance of its duties as outlined in Article 4, Section 1 of the Operating Procedures of the APC.

Bryant expressed he envisions the Long-range Planning subcommittee exploring the role of the APC by re-visiting our Operating Procedures as he believes the APC is not even close to meeting responsibilities charged. He would also like to propose to this subcommittee to determine what the APC can do to assist in Chancellor Perlman's specific initiatives and goals. Ball communicated in the past the APC has been reactive, not proactive, and shared as a past member of the Long-range Planning subcommittee, this subcommittee has discussed this topic before, and still more discussion is needed. Plowman expressed this is a great idea and the APC would be a great group to convey this.

Bryant asked for volunteers. He said this subcommittee should consist of seven members. McCollough, Brand, Harbison, and Jons volunteered for this committee. Membership opted to choose the remaining subcommittee members at a later date – possibly one of the members “to be determined”. Their appointments were supported by APC membership.

### Subcommittee Appointment – Project Initiation Request

Bryant informed APC membership that appointments were needed to the Project Initiation Request subcommittee and asked Nunez to explain this subcommittee as he continually serves as the chair in his role of Director of Institutional Research and Planning and APC Secretary.

Nunez explained all Project Initiation Requests (PIR's) proposing construction, renovation, or addition over \$500,000 that affect academic or academic support/service programs come before to the APC for review and approval before they proceed to programming. Brief discussion ensued. McCollough inquired if construction of a parking garage would come to the PIR subcommittee. Nunez replied yes, definitely, if the project is applicable. Ball asked Nunez if any requests would come before the APC soon. Nunez replied one or two that he was aware of. Morris inquired if the PIR subcommittee and the APC review projects affecting Innovation Campus. Nunez replied no, these projects are outside the boundaries of the process, there is a separate board structure.

Bryant asked for volunteers. Ball, Aramova, and Carr volunteered for this subcommittee. Their appointments were supported by APC membership.

### Committee Appointment – University Curriculum Committee

Bryant indicated that APC representation was needed on the University Curriculum Committee (UCC) and this representative must be a faculty member. He said this committee has two face-to-face meetings each year with most of the business conducted via the internet and one of the main roles as the APC representative on the UCC is to prevent duplications.

Bryant conveyed he was the APC representative on this committee two years ago and as that representative he received a long list of undergraduate and graduate course curriculum that, in his opinion, is massive and noted he did not have knowledge on all on this list. He added he believes prevention of duplications is hard to police. He noted that Weller was the APC representative last year on the UCC. He pointed out Weller, in his report to the APC, suggested that the APC representative to the UCC should only attend the face-to-face meetings and not participate in the on-line voting. He believes this should be further discussed by APC membership. Carr proposed delaying further discussion until after the appointed person served this year. Membership agreed.

Bryant asked for a volunteer to this committee. Morris volunteered. The appointment was supported by APC membership.

### Committee Appointment – University-Wide Aesthetics Review Committee

Bryant informed that APC representation was needed on the university-wide Aesthetics Review Committee (ARC). He said this representative must be a faculty member. He told he served on this committee last year and enjoyed serving on this committee. He stated the purpose of this committee is “to maintain and promote the planning objectives, architectural and aesthetic character of the University of Nebraska–Lincoln.” He said this committee consists of five members; however currently this committee is one member short due to a vacancy. He proposed

a future topic for discussion is that APC representation on this committee may not be needed. Nunez informed this committee is at the Chancellor's discretion and cautioned this is one of few times that a faculty member is involved in this process. Carr and Jons voiced student interest in joining this committee.

Bryant asked for a volunteer to this committee and expressed if no one volunteered, he would continue to serve on this committee. Avramova volunteered for this committee. The appointment was supported by APC membership.

Academic Program Review Monitor Appointment – Department of Agronomy and Horticulture

Bryant indicated that a member was needed as an APR monitor to the Department of Agronomy and Horticulture from October 3 to October 7, 2011 to replace the previously appointed person who is now on leave. He referenced the 2011-2012 APR Schedule in each members handout packet. [attached to permanent record]

Bryant asked a member who has served as an APC APR monitor in the past to explain what serving on an APR entails as he had never served as an APR monitor before. Ball explained an APR involves two to three days where the APC APR monitor, who must be a faculty member, actively participates in meetings with administration, faculty, staff, and students as one of the external review team members. He stated the role of the APC APR monitor is to make certain the Academic Program Review process is followed and that the APC monitor is responsible for giving the APC a report on the review process and reporting any problems encountered in the process. Plowman inquired where the report goes next. Nunez responded to the Senior Vice Chancellor and/or the Vice Chancellor for the Institute of Agriculture and Natural Resources. Lahey commented during the last budget reduction where the elimination of the Masters Program in Classics reduced the departmental faculty by one Professor of Practice position, language from the last department APR was used. Nunez suggested a future agenda item could be discussion from Weissinger or Green on Academic Program Reviews and the process.

Bryant asked for a volunteer. Morris volunteered to serve as the APR monitor. The appointment was supported by APC membership.

[For reference Academic Program Review Guidelines is located at the following URL:

<http://www.unl.edu/apc/documents.shtml>]

Academic Program Review Monitor Appointment – Department of Philosophy

Bryant indicated that a member was needed as an APR monitor to the Department of Philosophy from November 6 to November 9, 2011 to replace the previously appointed person who resigned.

Bryant asked for a volunteer. Lahey volunteered to serve as the APR monitor. The appointment was supported by APC membership.

Academic Program Review Monitor Appointment – Department of Teaching, Learning and Teacher Education

Bryant indicated that a member was needed as an APR monitor to the Department of Teaching, Learning and Teacher Education from March 4 to March 7, 2012.

Bryant asked for a volunteer. Avramova volunteered to serve as the APR monitor. The appointment was supported by APC membership.

Academic Program Review Monitor Appointment – School of Biological Sciences

Bryant indicated that a member was needed as an APR monitor to the School of Biological Sciences from March 11 to March 14, 2012. Brief discussion ensued over appointment to this APR and concluded with APC membership agreeing to wait on appointment until the two “to be determined” members were announced.

Academic Program Review Monitor Appointment – Department of Biological Systems Engineering

Bryant indicated that a member was needed as an APR monitor to the Department of Biological Systems Engineering from September 24 to September 27, 2012.

Bryant asked for a volunteer. Harbison volunteered to serve as the APR monitor. The appointment was supported by APC membership.

Discussion on Institutional Goals from State of the University

Bryant stated this agenda item had been discussed earlier in this meeting. McCollough inquired if the APC was involved in early discussions for university strategic planning. Bryant replied no, although this is written in the UNL Bylaws.

Discussion of Academic Planning at the University of Nebraska–Lincoln

Bryant stated this agenda item had been discussed earlier in this meeting.

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

None. Bryant indicated that none of the vice chancellors were present at today’s meeting. He expressed that he understands conflicts; however, it would be helpful to have them present at more APC meetings and suggested this could be a matter for future discussion.

Other Business

None

There being no further business, Ball moved and Harbison seconded to adjourn the meeting. The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Michelle (Shelly) Green  
APC Coordinator