

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

**Approved Minutes
October 5, 2011**

Members Present

Miles Taft Bryant, Chair	Gerard Harbison	Donde Plowman
Jennifer Brand	Stephen Lahey	Patricia Sollars
Lane Carr	Martha McCollough	Ellen Weissinger
Ronnie Green	William J. Nunez	

Members Absent

Zoya Avramova	Sylvia Jons	Jack Morris
Dwayne Ball	Gary Kebbel	Prem S. Paul

Others Attending

Patrick Dussault, Dean, Graduate Studies

Bryant stated a quorum was present and called the meeting to order at 3:07 p.m.

Bryant welcomed incoming member Patricia Sollars to the APC and thanked her for her willingness to serve. She is the Faculty Senate President's designee.

Bryant then welcomed Pat Dussault, Dean of Graduate Studies, who was present to answer any questions on the two graduate certificate proposals, if needed.

Approval of September 7, 2011 General Meeting Minutes

Approval of the Minutes from the September 7, 2011 general meeting was moved by McCollough and seconded by Harbison.

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

Proposal on Textiles, Clothing and Design Name Change

Bryant introduced the proposal [attached to permanent record] and reported the Department of Textiles, Clothing and Design is requesting a change in their name to correctly reflect their programs focus and facilitate recruitment. This proposal is endorsed by Dean Marjorie Kostelnik and SVC Weissinger. Bryant stated he would entertain a motion to approve.

Brand moved to accept the request from the Department of Textiles, Clothing and Design to change the name from the "Department of Textiles, Clothing and Design" to the "Department of Textiles, Merchandising and Fashion Design". Lahey seconded.

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

There was brief discussion. Bryant commented the department's current marketing promotes merchandising. Harbison questioned if CBA (College of Business Administration) was aware of this proposal and if there was concern with "merchandising" infringing on their marketing. Plowman replied no, as dean of CBA, she was not aware of this proposal and would like to consult with the college's marketing department.

Weissinger commented it appears that the department and the College (College of Education and Human Sciences) did not consult with CBA, which is a step her office overlooked and apologized for this oversight as she endorsed this proposal not realizing this. She said she would like to facilitate a meeting with her, Dean Kostelnik and Dean Plowman and bring this proposal back to the full APC for its consideration at the first meeting in November. She said it is not so much the avoidance of duplication or territory issues but to take full advantage of the opportunities and not confusing existing and prospective students. Membership agreed.

Brand and Lahey withdrew the motion. Bryant said this item would be on the next meeting agenda.

Proposal on Early Literacy Graduate Certificate

Bryant introduced the next proposal [attached to permanent record] and noted this proposal came from the College of Education and Human Sciences. He said this proposal came from the Department of Teaching, Learning and Teacher Education (TLTE) to create a graduate certificate called Early Literary. He asked Dean Dussault to further explain this proposal.

Dussault said Early Literacy essentially packages the courses predominately out of TLTE with some courses out of, for example, Special Education and Communication Disorders on the certificate model. Bryant drew attention to the courses in existing masters programs on page 4, in particular the second column listing number of credit hours.

Carr asked if this was interdisciplinary so anyone in the college of graduate studies could take. Dussault said this certificate program is associated with the master's graduate program in TLTE but in principle students in a neighboring discipline who took this suite of courses would graduate with this certificate. Weissinger added or a student who is not in a neighboring program at all but wanted this narrow band of preparation.

Bryant inquired if there were further questions, comments, or discussion.

Plowman inquired if UNL would admit students just to pursue a certificate. Dussault said we have a current number of non-degree students on campus and noted this college may be one of the leaders in that area. Plowman asked if this is administered differently than just a regular admission to the university. Dussault said non-degree students are not admitted into a program, they are admitted into the graduate college. They pay tuition just like any other student. Plowman said in the past she has been asked why we don't have more certificate programs and just say people in business could come take x number of courses and we could market that. She

wondered is this a step in that direction? Dussault responded that is not by intent, this precedes that discussion, but it could be a possibility. Weissinger said this is another way of serving a niche of students who do not want or whose lives does not allow earning 36 credits for a masters degree or 48 for an NCA or 90 for a Ph.D. and who want a more specific kind of preparation. At the graduate level, she thinks it is a way of serving that otherwise we are not going to get to serve. She commented this is something that CBA should look at.

Bryant stated he would entertain a motion to approve.

Approval of the proposal from the College of Education and Humans Sciences to create a graduate certificate called Early Literacy Reading was moved by McCollough and seconded by Harbison.

Brand pointed out on the list of courses on page four of this proposal the courses appear to be all College of Education and Human Sciences except for a Psychology course and commented she did not see a supporting document from Psychology. Weissinger pointed out the students choose two of the following courses and there are several other course options. She commented the graduate college may want to add to the check list related to the creation of certificates if there are courses required in a certificate they would want to obtain a letter or note of support from the relevant department just to make sure the department is interested and has capacity in that course. [Green arrived] Dussault stated as the Graduate Council sees these proposals before the APC; he will make certain as part of the application there is either a “sign off” or at least an indication of a collegial conversation between all relevant parties. Bryant commented there are all sorts of checks and noted the curriculum committee also receives these types of proposals as well at the college level.

Bryant inquired if there were further questions, comments, or discussion. There was none.

Bryant called for a vote. The APC voted unanimously to approve this proposal.

Proposal on Response to Intervention Graduate Certificate

Bryant stated the next item on the agenda was a proposal, [attached to permanent record] also from the College of Education and Human Sciences, to create a graduate certificate called Response to Intervention. [McCollough left] He mentioned Response to Intervention (Rtl) framework is now part of educational legislation and is a federal term. He pointed out a description is located on the second to last page and proceeded to read as follows, “Response to Intervention is an instructional approach aimed at decreasing the number of students who need special education services in the schools by providing focused instruction in small groups...” The intent of this graduate certificate is to increase the understanding of effective reading interventions by K-12 literacy teachers. He said his concern with this proposal is that it is focused on reading. Weissinger commented the title is less descriptive that it can be - it needs made clear what a student would be seeking in this credential. Membership agreed. Bryant said he could see it re-titled perhaps as “Response to Intervention in Early Childhood Reading” or something similar.

Bryant recommended the APC send this proposal back to the Department to ask if they would consider a name change to make the focus of this certificate clear. Harbison commented perhaps a short paragraph to make this clear in the proposal itself would be sufficient. [McCollough returned] Carr asked how these certificates are marketed and if marketed by the college, then, the college, or a person in the college, could communicate more understanding of the certificate. Weissinger reminded on a transcribed credential it says these courses comprise the certificate in, that title then, in a sense, shows you process some set of skills. That is another reason to have some reasonable degree of specificity so all knows what it is. Lahey wondered if there will be a future need for a “Response to Intervention: Math”. Weissinger replied this would be a separate credential.

Bryant inquired if there were further questions, comments, or discussion and there was none.

Bryant stated, with APC’s approval, he would meet with Guy Trainin, Chair of the Certificate Advisory Committee, to discuss these concerns of the APC- mainly the title - and would bring back to the APC at its next meeting. The APC supported this.

Bryant thanked Dussault and he thanked the APC. [Dussault left]

Discussion on 120 Credit Hour Requirement and the Chancellor’s Long-range Goals

Bryant stated these two items come to the APC from the Long-range Planning (LRP) subcommittee and asked Lahey, subcommittee chair, to discuss these items.

Lahey said, with regard to the 120 credit hour requirement, the subcommittee first determined the source of the 120 credit hour requirement. He indicated this is a system-wide requirement that came from the Board of Regents, not from an individual campus. He remarked the question is how the APC can help in implementation. He shared in a meeting the LRP subcommittee held on Monday this week; it became fairly clear that other colleges are having less trouble with the 120 credit hour requirement than the College of Arts and Sciences. He asked for clarification from Plowman if this sounds correct on the other colleges. Plowman said CBA is already at 120 credit hours.

Weissinger stated she polled the deans yesterday at the deans’ council meeting as a result of the Monday meeting and told she received feedback that some of the same misconceptions about the requirements of the task exist in some of their colleges. She said they are concerned as well about some of the issues the LRP subcommittee raised. She informed APC she had brought a copy of the version that went out to the deans’ [attached to permanent record and will be distributed later to membership] and proceeded to read the following portion of this memo: “we encourage groups of faculty to carefully assess the entire range of options available – reductions within the major, college distribution requirements (where they exist) or electives.” She said her understanding is that the misconception is that every department, for example, the Chemistry department must find 5 credit hours or the Anthropology department must find 5 credit hours. She said she believes she has corrected the misconception and hopes the departments now can find a clearer sense of what the task actually is. She also shared in her original memo she wrote “please note that UNL will not be making changes to the ACE program”. She informed the APC

in an email to the deans sent out this morning [attached to permanent record and will be distributed later to membership] she made clear she does not have formal authority to restrict the campus from reopening ACE. She said in this email she said she “assumed that ACE comprises only 30 credits of the undergraduate degree, was just approved by all colleges three years ago and would therefore not be a fruitful option for reductions.”

Weissinger said she and Green have discussed this and the timeline given by the Regents - which was to have this ready for any student who enters or transfers to the campus in the Fall of 2012 - necessitates a spring timeline.

Weissinger stated that she would encourage the APC to invite departments and colleges into a deeper exploration in the probable analysis of their curriculum. Weissinger expressed interest in possibly facilitating faculty retreats or other such activities.

Carr asked if these changes are happening department by department. Does each department have a curriculum committee? Weissinger said the structure varies.

Weissinger asked Carr what the students think of the 120 credit hour matter. Carr said he has been asked that several times and noted the Daily Nebraskan has even written an article on this. He believes this is not much of an issue.

Lahey informed membership the other matter the LRP subcommittee has been discussing is how the APC can help in Chancellor Perlman’s long-range goals and asked membership for any input. The subcommittee wondered: 1) how the APC can be more engaged or involved before the Chancellor pronounces his long-range goals in his yearly address; and, 2) how the APC can begin thinking of these goals as the school year begins? A suggestion arose of perhaps meeting with the Chancellor towards the end of the school year for APC to share what it feels are issues of importance that perhaps he could take into consideration as he is formulating these goals over the summer. Also, once goals are established, discussing how they will be implemented? He noted this topic will be further discussed at the subcommittee’s next meeting later this month.

Byrant commented he has raised the issue of an APC Bylaws change. He expressed his contention that the APC rarely defines new initiatives but is basically a reactionary committee. We should either change the Bylaws or insert ourselves into the early formative stages of discussion about change on this campus. He said this committee is uniquely configured to do this as membership consists of faculty representation, administration and students. He commented he is not sure if the APC should have had a role in assisting the Chancellor in formulating the goals but he is not sure we should not have had. He believes the APC should certainly have a role in helping the Chancellor and the campus achieve those goals now that we are moving forward. He does not know what that role is but he thinks the APC can be constructive – to use the voice of the APC to be supportive and to help promote the goals.

Weissinger expressed appreciation for the dialogue. She stated the Chancellor’s senior reports gather in early June to begin really focusing on the strategic questions impacting the institution

and these ultimately lead to the State of the University Address. She believes if the APC chooses a May time frame; it would be an appropriate time to have a discussion with the Chancellor.

Bryant asked if there were further discussion or comments and there were none.

Discussion on Agenda Style

Bryant stated this agenda item ties in perfectly with the previous conversation. He distributed a handout [attached to permanent record] showing a possible alternative agenda format. He would like the APC consider changing the format to have a consent agenda. He said some agenda items can be handled ahead of time and this would open up more time for discussions like what we just had. He shared he is particularly interested in having targeted discussions with the Vice Chancellors – to give them more of a voice and more of an opportunity to contribute to this committee. This format is more flexible and it would allow for alterations by membership. For example if one of the Vice Chancellors need to arrive earlier or arrive later, the format of the agenda could be altered.

Bryant asked if there was any discussion, comments, or questions.

Lahey asked when implantation could be. Bryant said January could be a possibility for implementation. Bryant communicated he would like to bring a more polished proposal format back to the APC after meeting with Nunez and Coordinator Green for further discussion at its next meeting.

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

Bryant indicated the next item comes forward from the Long-range Planning subcommittee and is carryover from last spring. He drew attention to the document in each member's handout packet [attached to permanent record] as well as displayed on the projector screen. He said at APC's May 4 meeting, the Long-range Planning subcommittee brought proposed changes to Section VI. Part A. of the APC's internal Guiding Principles and Procedures for Budget Reductions document. Also proposed was the addition of a disclaimer in the footnote area. Since the recommendation is coming from the LRP, it has a motion and second.

Bryant asked if there were any discussion, questions, or comments and there were none. Bryant called for a vote. The APC voted unanimously to accept the proposed changes.

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

Bryant said the next two items are for the Vice Chancellors.

Weissinger said she had one item to discuss but asked if there were any questions for her first. Bryant said he had a question for both Vice Chancellors. He expressed he is beginning to be concerned about the migration to the new email system. This affects the academic side of the house.

Nunez communicated that he had contacted Mark Askren, Chief Information Officer of Information Services to find out the status of this. Nunez shared the following from this conversation: 1) Askren was very receptive to coming to the APC to give a background about where the process is now and a timeline moving forward as well as a possible discussion of key features of the product; and, 2) currently his staff is working through licensing and training issues. Nunez said Askren could attend in mid-November so that he could come before the APC better prepared.

Bryant wondered on the probable time frame. Weissinger responded she believed a time frame was not currently known. Membership thought this should be conveyed to the campus.

Green commented that he had been through two email conversions during his career – both to Outlook - and it is not to be feared. It will be well worth the pain to go through the transition. He noted both transitions were very well resourced to help people through the migration. That is the question that deserves internal attention as to how this is planned. Weissinger agreed training is key and is a good thing to focus on. Discussion continued that faculty are not required to use Lotus Notes, that Microsoft could put an individual on a spam list based on a mail server program, and that a person does not even know email was being blocked and concluded with a discussion of how often one hears in the news about security breaches.

Bryant asked if there were any other questions for either of the Vice Chancellors and there were none. He asked if either Weissinger or Green had any matters.

Weissinger said she had one matter to discuss but would first like to express she will be more intentional in how she prepares for these APC meetings. She said she has a better determination to keep a list of items to discuss with this group.

Weissinger indicated that the Office of Summer Sessions has been dissolved. She said the Office for Academic Affairs came to the conclusion that Summer Sessions had become merely a bureaucracy in the middle of departments and colleges in regards to matters that happened naturally every spring and fall. She communicated this was first vetted with the Deans and they agreed. She then talked to CABO (College Administrative Business Officers), Records and Registration, Student Accounts, Scholarships and Financial Aid, Faculty Senate, and the Summer Sessions liaisons, who are the faculty members in each college responsible for overseeing Summer Sessions. No one could find a complexity to the dissolution and so the Office for Academic Affairs enacted it and she believes has gone well so far. She expressed her reasoning was a step toward the possibly of creating a curriculum that departments and colleges own that is a continuous fall spring summer cycle where one could think creatively without boundaries. This is a complex opportunity for possibly the future.

Brief discussion ensued over summer and summer courses. Lahey mentioned 8 week courses and the under and over utilization of facilities. McCollough commented that field work happens over the summer so it is helpful to have that flexibility in the summer schedule. [Carr left and returned during this discussion] Discussion concluded with Bryant commenting this is an issue he could see the APC address over time.

Green commented IANR is now to its second phase of the planning process, Innovating Agriculture and Natural Resources to 2025. Recommendations are being implemented or being studied. He shared some of the recommendations may be of interest to the APC and inquired if the APC would like to hear more on these recommendations. He then gave the APC a brief review. He said eleven innovation teams were charged with gathering recommendations and implementation plans in eleven areas. He stated the initial recommendations were combined into 51 broader recommendations to be addressed and that thirty of the 51 recommendations will be implemented this fall; 10 are in the process of being studied for implementation. The other 11 were identified as needing discussion at the campus-wide level. Those 11 are the recommendations he feels the APC may be interested in hearing. He expressed he would be happy to share the summary and these recommendations with the APC. APC membership expressed interest.

Bryant inquired if there was further discussion, questions, or comments and there were none.

Bryant asked Green about an IANR faculty advisory Liaison Committee and wondered how this committee and the Faculty Senate interact. Green replied as far as he knows they do not interact. He shared that this committee was established by his predecessor and represents elected faculty as an advisory group to IANR Administration. Green indicated he meets with them at least quarterly during a portion of their regularly scheduled meetings. Bryant asked if this Committee is where APC could interact on academic matters. The APC would be interested in this communication. Green responded typically this committee discusses business, not academic, matters but he is happy to relay this to this Committee. He shared with the APC he is currently evaluating the continuation of this Committee.

Bryant inquired if there was further discussion, comments, or questions and there were none.

Other Business

None

There being no further business, Harbison moved and McCollough seconded to adjourn the meeting. The meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator