

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

**Approved Minutes
February 22, 2012**

Members Present

Miles Taft Bryant, Chair	Sylvia Jons	Jack Morris
Jennifer Brand	Stephen Lahey	William J. Nunez
Ronnie Green	Christopher Marks	Patricia Sollars
Gerard Harbison	Martha McCollough	

Members Absent

Zoya Avramova	Gary Kebbel	Donde Plowman
Dwayne Ball	Prem S. Paul	Ellen Weissinger

Others Attending

Sheran Cramer, Lecturer, Child, Youth and Family Studies

Bryant stated a quorum was present and called the meeting to order at 3:03 p.m. He acknowledged guest Sheran Cramer who was present to answer questions on an action item.

Consent Agenda

Bryant inquired if there were any changes to be made to the agenda and there were none. He expressed he would like to add to the agenda that if Dean Pat Dussault attended this meeting, to have him discuss with the APC expedited process for graduate certificates in the “Other Business” portion of the agenda as clarification is needed if the APC need to be involved in the approval process. Membership agreed.

Approval of the Agenda was moved by McCollough and seconded by Brand. The Agenda was approved as amended without dissent.

Bryant stated Announcements were next and are as follows:

Bryant informed the APC that the Minutes from the January 25 and the February 8, 2012 meetings will be on the next meeting agenda.

Bryant reported he was the APC monitor on the recent Academic Program Review (APR) of the Department of Communication Studies and told of his confusion regarding the process once the external Review Team and the Departments response to the Review Team report had been written and submitted. He said he thought once those reports were submitted he could then write his report and report to the APC; however, he found out this was not the case and that he could not submit his report as the process was not complete yet. He said the report from the APC monitor is the final step in this process and briefly described the process. He said there is a whole of sequence of events that he would like to make sure the APC has a clear understanding of and believes creating a flowchart would be extremely helpful. Brief discussion ensued and concluded

with the thought that the APC monitor could write his/her report after an APR was concluded but not report on this APR until all steps in the process had been taken. Bryant communicated that the Senior Vice Chancellor's Office, as well as Vice Chancellor in the Institute of Agriculture and Natural Resources, was aware that the process needs some revision; however now is not the time to do so. Coordinator Green remarked that she would note this as a possible future discussion agenda item.

Bryant shared that Nunez and Coordinator Green will work with Associate Vice Chancellor David Wilson to create a document or flowchart to show different approval routes of course and program approvals. He said this will lessen confusion.

Action Items

1. Proposal – Creation of Graduate Certificate in Financial and Housing Counseling (College of Education and Human Sciences)

Bryant introduced the proposal and indicated in each member handout packet was a copy of this proposal [attached to permanent record]. He stated he and Marks were the subcommittee that reviewed this proposal and that they brought this proposal to APC's last meeting for its consideration. However, there were questions and it was determined to have Sheran Cramer attend the next meeting to further discuss and address the questions. He conveyed the subcommittee still recommends APC approval of the creation of a graduate certificate in Financial and Housing Counseling and introduced a motion to do so. As a motion from a subcommittee, no second was required.

Bryant then welcomed guest Sheran Cramer and asked her to speak briefly on this proposal.

Cramer stated this would be an example of an expedited graduate certificate program that comes out of the Great Plains-IDEA (Interactive Distance Education Alliance). It is part of an eight institution collaboration which now offers a Master's degree in financial planning with a certificate leading to a Certified Financial Planner (CFP). She said these programs were approved about 10 years ago and began with a student population of 25. She noted today they are serving approximately 250 to 300 students. She stated the certificate in question is not adding any courses, it is simply creating an additional option which would appeal to students who might be working within the military community but not strictly so. She said the Certificate established eligibility of students for two exams leading to the Accredited Financial Counselor (AFC) and Accredited Housing Counselor (AHC), which are sought-after credentials relative to employment on military installments. She commented the thought was that an addition would strengthen the program as not everyone is interested in becoming a CFP. She noted a Memorandum of Understanding with the Association of Financial Counseling and Planning Education already exists, which allows the students to sit for the AFC at a reduced cost. She stated this particular certificate is really combining the AFC and AHC so it really adds the housing component.

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

Jons inquired about the \$50.00 fee that must be submitted with the application and wondered if this was in addition to the Application for Admission to Graduate Studies. Cramer replied no, that is the Admission to Graduate Studies fee.

Brand asked for further clarification on the consortium and the other seven institutions. Cramer replied these institutions are Kansas State, Oklahoma State, University of Missouri-Columbia, Iowa State, South Dakota State, North Dakota State, Montana State and, of course, the University of Nebraska. She explained this consortium offers jointly the Master's program and the certificate program, which leads to this Certified Financial Planner and will be offered by all of the eight institutions once it is approved on their campus. She noted currently this has already been approved at other institutions.

Brand remarked she thought the Military should have provided a lot of these services directly to their personnel and also wondered about the University Passport Program (UPP) and if the grant was on-going. Cramer said the UPP is an initiative of the GP-IDEA focusing on higher educational needs of Military Personnel and Spouses and is funded with a \$1.5 million grant from the Department of Defense. She noted the Financial Readiness Centers in posts and bases around the world provide the services but they desire the Accredited Financial Counselor and the Accredited Housing Counselor credentials as part of preparing their military or civilian force that may be working in those offices.

Marks observed there seems to be a proliferation in graduate certificates that rely heavily on distance courses and wondered if this might be a more appropriate topic to a general discussion on graduate certificates. Cramer expressed our CFP certificate program has been a wonderful recruitment vehicle. Sollars commented she believes not having this distance education certificate program might be a deterrent to potential students. Jons noted, as a student if she were interested in this program, she would also be looking at tuition as well as the campus and its reputation and added it is a plus that UNL is a member of the Big Ten. Cramer shared the consortium reached an agreement to all have a common tuition.

Bryant asked if there were any further comments or discussion and there was none. Bryant called for a vote. The APC voted unanimously to endorse the proposal. Bryant thanked Cramer for her informative presentation and she thanked the APC and added if there were any other questions to please let her know. [Cramer left]

Bryant asked Morris to address the three additional proposals received from the College of Agricultural Sciences and Natural Resources.

Morris informed membership he and Kebbel had volunteered at APC's last meeting to serve on the subcommittee to review the three proposals from the College of Agricultural Sciences and Natural Resources with the hope to bring these proposals back to full APC at this meeting. However, they were not able to fully review these proposals so will be postponed until the next APC meeting agenda.

Bryant brought to APC's attention that this proposal packet had two issues. The first was for the creation of graduate certificates in 1) Ornamentals, Landscape and Turf; 2) Floriculture and

Nursery Production Management; and, 3) Advanced Horticulture. The second was that the Horticulture Ph.D. program be merged into the Agronomy Ph.D. program thus making a single Ph.D. program in Agronomy and Horticulture. Bryant asked for membership approval to separate this packet into two separate agenda items. Membership agreed and it was determined that the subcommittee would review both items and this would be on the next meeting agenda for full APC consideration.

Committee/Subcommittee Reports

1. Project Initiation Request (PIR) Subcommittee

Bryant asked Nunez, subcommittee chair, if he had anything to report. Nunez stated this subcommittee has not received any new PIR's. He asked if Green wanted to provide an update on the proposed new Veterinary Diagnostic Center being debated by the legislature. Green responded we should know in a couple of days and it appears that funding recommendation is likely.

2. University Curriculum Committee (UCC)

Bryant asked Morris if he had anything to report. Morris stated he did not have a report.

3. Aesthetic Review Committee (ARC)

Bryant informed that Avramova was absent and there was no report.

4. Long-range Planning Subcommittee

Bryant asked Harbison if he had anything to report. Harbison stated this APC subcommittee has not met since the APC last meeting and has no report. He remarked this subcommittee plans to meet within the next two weeks, schedules providing.

Discussion Items

1. Maternity/Paternity Leave Support

Bryant indicated in each member handout packet was a copy of the Bylaws from both the University of Lincoln and the Board of Regents relating to leaves such as medical maternity leave, paternal leave, adoption leave, and the federal Family and Medical Leave Act (FMLA). He said this as well as stopping tenure clocks is part of this discussion. He then asked McCollough to further discuss this topic.

McCollough stated women are permitted up to a total of 12 work weeks of leave and to stop the tenure clock for medical maternity leave; however it appears a male may take only up to five days of leave. She drew attention to the handout that was distributed to each member upon their arrival to the meeting. [attached to permanent record] This handout was a Fact Sheet #38: The Family and Medical Leave Act of 1993 (revised February 2010). She stated it appears the University may be out of compliance with this Act and it should be brought to the attention of

the appropriate person. She then referenced materials she came across while researching this matter. She also reviewed Big Ten comparisons and said most describe as parental leave, not maternity leave. She commented she would like to view our University as a progressive institution.

Green commented that Linda Crump, the Assistant to the Chancellor for Equity, Access and Diversity Programs, should be consulted as he cannot imagine that she has not evaluated compliance issues very, very carefully. Nunez agreed and stated that Human Resources and Business and Finance have resident experts in these areas and need to be consulted. He further expressed that regarding the issue of “tenure clock,” both Vice Chancellor Weissinger and Vice Chancellor Green should be engaged/involved in conversation.

Sollars commented she had been searching on the internet during this conversation and had found a memo, dated July 1, 2003, from Evelyn Jacobson, Associate Vice Chancellor for Academic Affairs in which the subject was “Maternity Medical and Adoption Leave for Faculty”. She said this memo clarifies and addresses the Family Medical Leave Act of 1993 and read that “a second part of the Act guarantees every employee up to twelve weeks of unpaid leave for one of the qualifying events identified in the Act.” She feels the University is in compliance; however this information perhaps has not made it into the published Bylaws. McCollough expressed the problem is that people are following these published Bylaws. Bryant said a request should be to incorporate and change our Bylaws.

Discussion continued concerning possible next steps to address the issues. Nunez stated that these issues need to first be investigated more fully and additional “due diligence” is needed to properly determine if indeed a problem exists. Marks remarked he thought tenure process was spelled out in the bylaws of each college and that stopping the tenure clock may also be a college bylaw matter. Discussion concluded with Nunez volunteering to investigate existing policies and to initiate conversations administratively. He indicated he would bring back findings to the APC in the near future – most likely at the late March or early April meeting. Membership agreed.

2. Undergraduate Curriculum Committee (UCC) and Role of APC Representative

Bryant asked Morris to report on this agenda item. Morris stated the ad-hoc subcommittee – consisting of him, Bryant, Plowman, and UCC Chair Brian Moore – met recently. Morris stated there were two main topics of discussion at this meeting. One was to appoint a task force to look at the responsibilities and structure of the UCC and how it is working. He noted the UCC considers a lot of “busy items” that could be automated so this Committee could then focus on the materials relating to ACE certification or ACE related matters. He remarked another issue is the absence of any kind of check in the Colleges. He said there might be a need for some kind of campus wide coordinating committee and voiced it would be in the University’s best interest to want to encourage intercollege curricular coordination.

Morris said the second discussion topic was to have that same task force look at ways of refining the way course proposal and program proposals go through our system in addition to looking at bulletins. He indicated the bulletins are full with courses not offered and commented that the system to support it needs to be improved.

Morris pointed out, in conclusion, that we need a system in place that is easy to use and understood by students and faculty. And that we need to allocate our resources better.

Bryant stated the work of this ad-hoc subcommittee is not done yet. This subcommittee needs to meet again to come up with a planning strategy on this matter. He mentioned a possibility discussed in the meeting was dissolving the UCC as it exists and reconstitute it as a committee that just reviews ACE proposals. Then to create a new committee where its larger role is look at curricular programming that crosses college boundaries.

Brief discussion then ensued on the composition of the task force, if one was appointed, that would come up with recommendations. Morris voiced each college should send a knowledgeable curriculum person to be involved – perhaps an Associate Dean. Jons added there should also be a student on this task force.

Bryant asked if there were further discussion. Brief discussion ensued on courses that are “silenced” or suppressed but not ever deleted. Harbison thought perhaps using a “sunset” provision method.

Bryant proposed that this ad-hoc subcommittee meet with SVC Weissinger to alert her of this discussion – and also of the discussion during the recent ad-hoc subcommittee meeting – to formalize a next step to bring back to the next APC meeting. Membership agreed.

Matters from Vice Chancellors - Academic Affairs, Institute of Agriculture and Natural Resources (IANR), and Research and Economic Development

Bryant inquired to Green if he had matters to convey. Green informed membership he had nothing to report at this time.

Bryant asked if there were any comments, discussion, or questions for Green and there were none.

Other Business

None

There being no other business, a motion to adjourn the meeting was made and seconded. The meeting was adjourned at 4:24 p.m. The next meeting of the Academic Planning Committee will be held on Wednesday, March 14, 2012, at 3:00 p.m. in the City Campus Union.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator