

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

**Approved Minutes
April 11, 2012**

Members Present

Zoya Avramova	Gary Kebbel	Jack Morris
Jennifer Brand	Stephen Lahey	William J. Nunez
Ronnie Green	Christopher Marks	Ellen Weissinger
Gerard Harbison, Vice Chair	Martha McCollough	

Members Absent

Dwayne Ball	Sylvia Jons	Donde Plowman
Miles Taft Bryant, Chair	Prem S. Paul	Patricia Sollars

Others Attending

John Bender, Professor, News-Editorial
Jeffrey Keown, Emeritus Professor, Animal Science

Harbison stated a quorum was present and called the meeting to order at 3:04 p.m. He communicated Bryant was out of town and that he would Chair this meeting.

Consent Agenda

Harbison inquired if there were any changes to be made to the agenda and there were none.

Approval of the Agenda and minutes from March 28, 2012 was moved by McCollough and seconded by Lahey. The items were approved without dissent. [Weissinger and Morris arrived]

Harbison informed APC membership that the following two representative reports [both in each member handout packet and also attached to permanent record] had been submitted to the APC on the Academic Program Review (APR) of: 1) the Department of Biochemistry, which included a review of the Center for Biological Chemistry and the Redox Biology Center and, 2) the Department of Anthropology. He then welcomed guests John Bender, who had submitted the Biochemistry report, and Jeff Keown, who had submitted the Anthropology report. He inquired to membership if there were any questions on these reports and there were none. Both reports were accepted by APC membership. Harbison thanked Bender and Keown for their reports. [Bender and Keown left]

Harbison stated there were a couple of announcements as follows:

Harbison informed membership that Sollars had volunteered to serve as the APC representative on the APR on the Department of Animal Science. He said Bryant was previously appointed; however now not able to serve due to a conflict.

Harbison conveyed that Chancellor Harvey Perlman had been invited to the May 9 APC meeting; however, he now has a conflict and will not be able to attend this meeting. He said this would be a discussion item later in the meeting as to whether to reschedule this meeting or take some other action.

Action Items

1. Proposal – Name Change for the Majors in the Department of Textiles, Merchandising & Fashion Design (College of Education and Human Sciences)

Harbison introduced the proposal and indicated in each member handout packet was a copy of this proposal [attached to permanent record]. He mentioned in October 2011 a proposal came before the APC from the Department of Textiles, Clothing and Design requesting a change in their name to the Department of Textiles, Merchandising, and Fashion Design and that the APC had voted to recommend approval. He said this proposal now seeks to change the name for majors to reflect the new department name. He expressed this is a brief and not a controversial proposal. Weissinger commented this was an oversight as typically name changes of majors are packaged to match the new name of the department.

Harbison stated he would entertain a motion to approve.

Approval of the proposal from the Department of Textiles, Merchandising, and Fashion Design to change the names of the following programs to conform to the new Department name was moved by McCollough and seconded by Lahey:

- The BS in Textiles, Clothing and Design to *Textiles, Merchandising, and Fashion Design*
- The MA in Textiles, Clothing and Design to *Textiles, Merchandising, and Fashion Design*
- The MS in Textiles, Clothing and Design to *Textiles, Merchandising, and Fashion Design*
- The PhD specialization in Human Sciences (Textiles, Clothing and Design) to *Human Sciences (Textiles, Merchandising, and Fashion Design)*

Harbison inquired if there was any other discussion, comments or questions and there were none. He called for a vote. The APC voted unanimously to approve this proposal.

Committee/Subcommittee Reports

1. Project Initiation Request (PIR) Subcommittee

Harbison asked Nunez, subcommittee chair, if he had received any new PIR's. Nunez stated this subcommittee had not received any new PIR's so no report.

2. University Curriculum Committee (UCC)

Harbison asked Morris to report.

Morris informed that the ad-hoc subcommittee, which includes the UCC Chair, formed to review the role of the APC representative on the UCC had meet last week and that Nancy Mitchell, Director of Undergraduate Education and David Wilson, Associate Vice Chancellor in Academic Affairs had been invited and attended this meeting as well. He then drew attention to the meeting notes from this meeting in each member handout packet [attached to permanent

record]. He commented conversation began on the role of the APC representative on this Committee when he volunteered to be the representative. He said he did not realize the excess amount of on-line curriculum requests that needs to be reviewed monthly.

Morris said this ad-hoc subcommittee captured several aspects of the UCC work during their meeting as follows: 1) discussion on the current system in place to review course changes and ACE (Achievement-Centered Education) courses – it was noted that from a college perspective there is a lot of time and minutia involved in making course changes and it is desirable to reduce the amount of time required; 2) discussion on the growing complications created as more undergraduate cross college and cross campus programs are created – examples are Life Sciences and LIFE courses; and, 3) discussion on the need to have some way of catching conflicts and providing necessary input on courses up front rather than at the current practice of at the end – suggestions led to the idea to create a way to flag new courses or changes that impact other courses, majors, or programs so that relevant parties could be alerted.

Brief discussion ensued over Life Sciences and LIFE courses. [Green arrived during discussion] Weissinger commented it is her understanding that currently a structure is being built and there will be a faculty governed curriculum approval group to view these courses in the future.

Morris concluded by sharing some of the ad-hoc subcommittees recommendations that included: 1) redraft of the current UCC operating procedures and guidelines and taking the proposed new draft to the Senate as the UCC is a Faculty Senate committee; 2) limit the APC representative's involvement in course proposals and changes to those that have implications beyond the college from where the course and proposed changes came from; 3) to have a trial period year and cease review of all with the exception of ACE courses and then review to see if removing the campus level review created a problem, this would mean the college curriculum committees would have the final word; 4) have the UCC review just ACE courses; and, 5) ask the SVCAA's office to undertake an annual review of the course bulletin, which could be an automated process of identification of all courses that have not been taught in the previous five years and then removal subject to discussion.

Harbison asked if there was further discussion or comments.

Discussion ensued. Lahey asked the difference between the UCC and the ACE approval group. Weissinger explained the ACE group is a Subcommittee of the UCC. Marks noted he was viewing information on the UCC on the Faculty Senate web page and one of their guidelines state they “shall undertake periodic comprehensive examinations of the University's undergraduate curricula for the purpose of eliminating wasteful duplication.” Harbison proposed there be constituted a subcommittee consisting of the Chair of the UCC, the Director of Undergraduate Education and the APC representative on the UCC who simply act as “triage” for the committee and essentially look at identifying potential conflicts and then bring those courses that there might be an issue with to the full committee.

Discussion concluded that as the APC could not re-write the syllabus of the UCC, the APC would propose recommendations to the UCC. Harbison stated he would put together a draft motion

consisting of wording from the above recommendations and would circulate this draft to membership for review with the thought that this be on APC's next meeting agenda in two weeks. Membership agreed. Harbison thanked Morris for his report.

3. Aesthetic Review Committee (ARC)

Harbison asked Avramova if she had anything to report.

Avramova stated she would report on the last two ARC meetings. She said in the February 16 meeting the topic was the Life Sciences Annex Renovation – Phase II. She reported renovations to the west wing are complete and work will begin on the north and east wing. She said in the March 9 meeting the topic was the US Cellular antenna on Oldfather Hall. She told there was a request to change antenna placement in light of the East Stadium Expansion project. She reported approval to remove the existing antenna on the west façade of Oldfather Hall and install a replacement antenna on the roof edge. Harbison thanked Avramova.

4. Long-range Planning Subcommittee

Harbison said as subcommittee chair he would report. He said this subcommittee met yesterday and at this meeting had discussed the certificate review process. He recalled at APC's last meeting two weeks ago there had been discussion and at this meeting Bryant had charged this subcommittee to bring back a proposal concerning if the APC should continue to unofficially be in the approval process of reviewing expedited graduate certificates. He communicated the general sentiment of the subcommittee was that the APC should continue to review expedited graduate certificates and passed around a copy of a motion [attached to permanent record] and introduced the following motion to do so. As a motion from a subcommittee, no second is required.

“The Academic Planning Committee would prefer to continue its present role of reviewing new Graduate Certificate applications. That role falls squarely within the mission of the APC. It believes the APC is the most appropriate body to flag issues of overlap and duplication, and to ensure common university standards, in the approval of such certificates. The APC believes it has usefully flagged some potential inter-unit issues in its recent reviews of certificate applications, and therefore that it would be productive to continue this process. The Committee guarantees to continue to undertake these reviews in an expeditious fashion; currently, non-contentious approvals are completed within one bi-weekly cycle.”

Harbison stated this report is more of a discussion item and asked if there was any discussion or comments.

Marks commented as the APC discussed at the last meeting this is an informal process and this should be formalized in the review/approval process on the UNL Graduate Certificate Proposal Form as technically the APC is not part of this process. Brand commented it is the purview of the APC to view broad academic issues such as certificates.

Discussion ensued and concluded with Harbison amending the motion to add “and request that the Graduate Council put this in place as part of a formal review procedure” at the end of the first sentence. Brand seconded.

Harbison called for a vote on the amendment. The APC voted unanimously to endorse the amended motion.

Harbison asked if there was further discussion, questions, or comments and there was none.

With no further discussion, Harbison reminded endorsement of the subcommittee served as a motion and second and called for a vote. The APC voted unanimously to approve the amended motion.

Discussion Items

1. Academics Letter in Place of Annual Meeting [note the order of the agenda was changed]

Harbison reiterated that Chancellor Perlman will not be able to attend the May 9 APC meeting and the APC could either attempt to reschedule the meeting, which he has been informed may be problematic due to timing of the end of the semester, or the APC could possibly draft a letter to the Chancellor with a series of questions we would have asked him at the meeting and ask for him or a possibly a representative to address these questions or any further questions that might arise. He wondered the thought of APC membership.

Discussion ensued. Nunez noted the APC does not have regularly scheduled meetings over the summer and that the APC resumes regularly scheduled meetings in September. Lahey recalled the APC wished to meet with Chancellor Perlman before summer to share what they feel are issues of importance and discuss what the APC can do to assist and be more involved in his specific initiatives and long-range goals before his yearly State of the University address. Nunez said his address is scheduled in early September. Brand expressed it would be nice to have regular meaningful dialogue with Chancellor Perlman. Marks commented both in this Body, as well as in his involvement in the Faculty Senate, there has been a sense all year that faculty on campus would like to be more proactive, not reactive, in a positive spirit as possible. Membership agreed. Weissinger and Green voiced they would also be happy to engage in conversation with membership.

Discussion concluded with membership agreeing that the Long-range Planning subcommittee would draft a letter to Chancellor Perlman listing the concerns of the APC and then invite him to meet with the APC at a meeting in early August to follow up on these concerns. Membership felt this would be productive. Harbison asked that membership send him any concerns or thoughts to incorporate into this letter and that the Long-range Planning subcommittee would present this draft letter at APC's next meeting. Membership also agreed not to cancel the May 9 meeting at this time but to possibly reschedule to May 2.

2. APC Representative to the Enrollment Management Council

Harbison said at APC's last meeting, there was discussion on an APC representative serving on the Enrollment Management Council and that Ball had volunteered to serve as the APC representative. He said it appeared the APC had supported this; however, he would like to confirm this support or to make certain there were no other volunteers. He communicated Ball is still willing to serve in this capacity.

Harbison moved that Dwayne Ball serve as the APC representative on the Enrollment Management Council. Weissinger seconded. He called for a vote. The APC voted unanimously.

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

Harbison asked Weissinger if she had any matters to convey or share with the APC. Weissinger said she did not have any matters to convey or share. Harbison asked Green if he had any matters to convey or share with the APC. Green said he also had no matters to convey or share.

Other Business

None

There being no other business, Brand moved and Lahey seconded to adjourn the meeting. The meeting was adjourned at 4:23 p.m. The next meeting of the Academic Planning Committee will be held on Wednesday, April 25, 2012, at 3:00 p.m. in the City Campus Union.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator