

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

**Approved Minutes
April 25, 2012**

Members Present

Dwayne Ball	Sylvia Jons	Kaitlin Mazour
Jennifer Brand	Gary Kebbel	Martha McCollough
Miles Taft Bryant, Chair	Stephen Lahey	Jack Morris
Gerard Harbison	Christopher Marks	

Members Absent

Zoya Avramova	Prem S. Paul	Patricia Sollars
Ronnie Green	Donde Plowman	Ellen Weissinger
William J. Nunez		

Others Attending

Linda Shipley, Member-Elect, Professor, Advertising
Brian Moore, Associate Professor, School of Music; Chair, University Curriculum Committee

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

Consent Agenda

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

Approval of the Agenda and minutes from April 11, 2012 was moved by Harbison and seconded by Ball. The Agenda was approved without dissent.

Bryant stated he had a couple of announcements as follows:

Bryant mentioned as the outgoing Chair, he would like to see the APC move towards greater use of laptops and a more paperless means of communication and hoped that Chair-elect Harbison would continue to move forward with Nunez on this technology matter. [Morris arrived]

Bryant informed he would like to change the order of the agenda as some members may need to leave the meeting earlier and noted this could possibly be the last APC meeting before the terms of office end. Membership agreed. Bryant acknowledged the following departing members: Jennifer Brand, Dwayne Ball, Patricia Sollars, Zoya Avramova, Kaitlin Mazour, Sylvia Jons, and himself. He thanked and recognized these members for their wonderful contributions to this Committee. He stated he would welcome incoming and/or returning members later in the agenda.

Committee/Subcommittee Reports

1. Project Initiation Request (PIR) Subcommittee

Bryant indicated that Nunez, subcommittee chair, was out of the country so there is no report.

He said he was aware that no new PIR's had been received.

2. University Curriculum Committee (UCC)

Bryant asked Morris to report. He mentioned Brian Moore was also in attendance.

Morris said he did not have a report. He mentioned discussion at APC's last meeting had led to the Long-range Planning subcommittee drafting a motion consisting of recommendations with the thought to be on this meeting's agenda. Harbison, subcommittee chair of the Long-range Planning subcommittee, informed this motion had been drafted and was in each member handout packet. Bryant informed the APC would return to this item as a discussion item once subcommittee reports were finished.

3. Aesthetic Review Committee (ARC)

Bryant noted that Avramova was not able to attend today's meeting due to a conflict; however she had conveyed she would send a report soon.

4. Long-range Planning Subcommittee

Bryant asked Harbison, subcommittee chair, to report.

Harbison said this subcommittee had two items – an academic letter to Chancellor Harvey Perlman and proposed recommendations letter to the University Curriculum Committee - but these items were discussion items.

Discussion Items

1. Academic Letter to Chancellor

Harbison stated the Long-range Planning subcommittee had not been able to draft a letter to Chancellor Perlman listing Committee issues and concerns. Harbison indicated he had been out of town and the subcommittee was unable to meet. He asked that membership send items or specific questions to him and he would incorporate into the letter. He said the thought is to circulate this draft letter via email to membership later this week.

Ball asked what the gist of this letter is. Harbison said in lieu of the Chancellor attending an APC meeting in the near future, the letter would address questions and convey suggestions that may be helpful in his formation of the State of the University address. He expressed a meeting in August for Chancellor Perlman and the APC to meet would be great. Jons added also in what ways the APC could be involved earlier in discussions.

Discussion ensued. Ball remarked this is an on-going issue in that the APC is an “academic planning committee” but it really hasn't been involved in “planning” - it's really been reactive to such as budget cuts or academic program reviews. He remarked, in his opinion, that the planning has already reached the point where it really cannot be much affected by this committee by the time it reaches this committee. He expressed it strikes him that a way the APC could actually be involved in planning would be to have representatives on whatever bodies there are that do the planning – which is mostly at the administration level. He said these committees mostly consist of administrators with no rank and file of faculty so the voices of the faculty are not heard. He

added if faculty were actively on these committees it would require a lot of time of that faculty member and remarked that there should be release time from teaching for serving in that capacity. He suggested possibly the APC could appoint a person who is not a member of this Committee to serve as a liaison to committees at the administrative level where there is planning and then could report back to the APC or possibly other committees. [McCollough briefly left and returned]

Bryant noted the APC has made an accomplishment recently in that Ball is now appointed on the Enrollment Management Council per previous APC meeting discussion. Ball noted another representative will need to be appointed to serve on this Council as his term expires on the APC at the end of July. Bryant stated sending this letter to Chancellor Perlman is an additional effort to involve the APC more involved in planning.

Further discussion then ensued on what should be in the letter to the Chancellor in how the APC can contribute more constructively and more concrete and earlier to the general university planning as well as more faculty involvement - both APC faculty members and other faculty members on campus. Bryant mentioned the APC Chair is invited to some meetings but not others. Jons commented the students want faculty involved as well. Lahey remarked the APC is in a particularly good spot to counter faculty disengagement. [Ball left]

Bryant remarked part of the enrollment plan to increase undergraduate enrollment has brought a lot of new international students to campus and based on what research he has done, not all of those students feel they are being very well served - there is a struggle with language and there is confusion on matters such how they will get their degree - and expressed the APC might like to hear from the Senior Vice Chancellor for Academic Affairs, if not the Chancellor, on what is being done to address a need in that dimension. He wondered what the thought of the undergraduate students were. Mazour said she thinks there are facets of the University that are beginning to strive to reach out to these students but there is not an institution there. She remarked she believes there is a lot of potential for both students from Nebraska and other states and international students to exist in collaboration and feels that is not being facilitated at all. She expressed it is hard to reach out and understand the issues of those students when there is no communication.

Discussion then ensued on the Campus Blueprint report released by the Enrollment Management Council. Morris thought it may be useful for the APC to hear more on the administration's plan for support on increased enrollment. Kebbel said he believes the plan has huge potential for success and that for it to be guaranteed more success; he personally thinks that staff levels, not faculty, have to be front loaded into the plan and that we can't wait for the increased enrollment to get increased staff - there must be increased staff first in order to get increased enrollment. He suggested that the APC may want to further discuss this and, if in agreement, to possibly recommend to the Chancellor. McCollough remarked every department is different and that in her department she has to attend recruiting events and that this is counted as teaching. Kebbel mentioned faculty doing advising and wondered if faculty can continue to be faculty if they do more advising - he would like to see a dedicated advisor. Morris said personally he thinks it is not the right strategy to hire more faculty to do staff work.

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

With no further discussion, Bryant stated Harbison and the Long-range Planning subcommittee would draft a letter to Chancellor Perlman and that letter would be distributed via email to membership for review and comment. He thanked Harbison and the subcommittee.

2. Proposed Recommendation Letter to University Curriculum Committee

Bryant indicated at APC's last meeting, there was discussion on proposed recommendations to the UCC and that Harbison would put together a draft motion consisting of wording from this discussion and would bring back to the APC. He then welcomed guest Brian Moore and asked Harbison to discuss this agenda item.

Harbison drew attention to the motion in each member handout packets [attached to permanent record]. Morris stated he wasn't certain this motion quite captured the essence of the APC last meeting discussion.

Discussion ensued. Morris said what the UCC would like to have happen when a college approves a course change, like a number, and there are ten other courses affected by that because they have to change the number and description in those 10 other courses, there is no reason for the APC representative to go through all of those courses just to see the course number changed. Moore added the issue isn't just the APC member but it is UCC issue as a whole – this is an unnecessary burden. He said he would like to see some minor changes to have a transparent course change where one could see how a course change would impact and early on to see if there was any potential course duplication – whether that duplication is intentional or unintentional – which would then be flagged by a broad based review group.

Bryant inquired to Moore if he objected to the idea in this motion that the Chair of the UCC, the Director of Undergraduate Education and the APC representative of the UCC would be the members of the proposed subcommittee to deal with exceptions. Morris said no and shared there has been recent UCC and ACE subcommittee discussion on three pairs of eyes versus an entire committee as well as discussion on how, at the end of the trial period, if it is judged a success. He mentioned prefixes and how one must be cognizant of the prefixes. [Marks arrived]

Harbison suggested re-wording the motion by removing “triage” and adding “will audit and manage the process” as well as adding “the UCC will then redraft its syllabus, and submit it to the Faculty Senate, if necessary, for its approval.” Moore remarked the syllabus does need to be updated. Bryant stated, according the Faculty Senate web page, if appears the UCC doesn't need to submit a redrafted syllabus to Faculty Senate for its approval, only that they be informed and sent a copy for the file.

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

With no further discussion, Bryant asked Harbison, as subcommittee chair of the Long-range Planning subcommittee, to re-submit the revised motion via email to coordinator Green with the

request to electronically request a full membership vote. Then, if approved, letters would be sent to the appropriate individuals. Membership agreed. Moore communicated he would make sure to inform all members of the UCC of this. Bryant thanked Moore and he thanked the APC.
[Moore left]

3. Need for Meeting in May 2/May 9

Bryant reiterated that Chancellor Perlman will not be able to attend the May 9 APC meeting and explained the addition of this meeting date was to meet with Chancellor Perlman. He also pointed out discussion at APC's last meeting to possibly reschedule this meeting to May 2. He indicated the APC did not have any other action business at this time and wondered the thought of membership to cancel the May 9 meeting and not to reschedule. Brief discussion ensued and concluded with membership agreeing not to meet May 2 or May 9.

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

Bryant pointed out there were no Vice Chancellors present so there were no matters to share or convey.

Other Business

1. Bryant reminded membership that the term of office do not end until July 31 and asked that membership regularly check their email during the summer.
2. Bryant welcomed member-elect Linda Shipley, who was present, and indicated that Martha McCollough had been re-elected and would continue to serve on the APC.
3. Bryant indicated APC representation on ARC and the UCC is still needed during August and early September until another APC member could be appointed at APC's first meeting in the fall. He informed Avramova and Morris that coordinator Green would contact them soon regarding this matter.

Bryant thanked members for their service to the APC.

Harbison moved to recognize Bryant for his excellent work as the Chair of the APC. Brand seconded. Membership unanimously agreed. Bryant thanked Harbison and members.

Bryant then wished incoming APC Chair Gerard Harbison well.

There being no other business, Brand moved and Lahey seconded to adjourn the meeting. The meeting was adjourned at 4:05 p.m. The next meeting of the Academic Planning Committee will be announced.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator