

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

**Approved Minutes
September 5, 2012**

Members Present

Miles Taft Bryant	Stephen Lahey	William Nunez
Archie Clutter	Jared Leighton	Donde Plowman
Gerard Harbison, Chair	Christopher Marks	Linda Shipley
Libby Jones	Jack Morris	

Members Absent

Jennifer Brand	Martha McCollough	Ellen Weissinger
Ronnie Green	Prem S. Paul	Curtis Weller
Eric Kamler		

Others Attending

Jennifer Dam, Assistant Director, Campus Planning and Space Management
Donald Wilhite, Professor, Agronomy and Horticulture; School of Natural Resources

Harbison stated a quorum was present and called the meeting to order at 3:01 p.m.

Harbison welcomed incoming members and welcomed back the remaining members. He conveyed that Brand had agreed to extend her term until the last faculty member representative was elected.

Harbison indicated in each member handout packets [attached to permanent record] were spreadsheets of past and upcoming Academic Program Reviews (APR).

Master Plan Update

Harbison welcomed Jennifer Dam, who was present to update membership on the UNL Campus and Landscape Master Plan.

Dam said she did not have a formal presentation but indicated UNL is kicking off an update of our University Master Plan. She stated Sasaki Associates out of Watertown, Massachusetts was hired to assist with this update and to help create a landscape master plan, which is the first time in our institutions history.

Dam then passed around three handouts [attached to permanent record] detailing the goals of the Master Plan, a schedule of the master plan showing completion next May, and information on two upcoming open house sessions. She said one forum/session is on Wednesday, September 12 from 3:00 to 6:00 p.m. at the City Campus Nebraska Union and the other forum/session is the following day from Noon to 2:00 p.m. at the East Campus Nebraska Union. She encouraged attending one or both of these sessions and to share this information with colleagues and friends.

She informed a web page has been created and will be up and running next week. She said on this web page there will be an interactive mapping tool. She said this tool will allow people to show, for example, where they park, where they eat, and their pattern of travel. She encouraged membership to utilize this tool and to share this information with students, colleagues and friends as well. She commented the more information received, the more useful this tool will be.

Harbison asked if it would be possible for Sasaki Associates to meet with the APC. Dam reminded that Miles Bryant is the APC representative on the Steering Committee for updating the Master Plan so he is your conduit. She said there is a variety of working committees also assisting in this update. She added she will also keep the APC posted frequently.

Nunez noted there will be plenty of publicity and communication and plenty of opportunity for input and feedback. He mentioned to check the web page occasionally for updates. Dam said the best time for input is when Sasaki Associates return to campus with alternative planning concepts - once in October and once in November.

Bryant stated he would like to add further discussion on this topic to APC's next meeting agenda. He said he would like guidance to make sure he is representing correctly.

There being no further discussion, Harbison thanked Dam and Dam thanked the APC. [Dam left]

Approval of April 25, 2012 Minutes

Approval of the Minutes from April 25, 2012 was moved by Bryant and seconded by Morris.

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

Meeting Schedule and Member Materials; Use of Technology

Nunez indicated in each member handout packets was the schedule of meeting dates, the membership list, the subcommittee and committee member list, and several spreadsheets containing Academic Program Review information [all attached to permanent record]. He then briefly discussed each as follows: 1) regarding the meeting dates, to please inform of any meeting conflicts and the last meeting is the annual meeting with Chancellor Perlman invited; 2) to double check the member list for any inaccuracies; 3) that volunteers are needed for subcommittee and university-wide committees and this is an agenda item later in this meeting; and, 4) Harbison has already mentioned the APR spreadsheets. He said all of this information is located on Blackboard and reminded of the APC web page. He said Blackboard is rich with materials, almost overwhelmingly so, and the hope is to streamline.

Nunez said next he would like to discuss the use of technology in APC meetings. He said this has been a topic of discussion in the past, specifically if the member materials could be reduced or eliminated through the use of technology and asked for membership input. He reminded members that material is located on Blackboard and noted many members had laptops with them. Brief discussion ensued and membership concluded that the APC will try to go paperless

beginning the next meeting, with technology to be used on a trial basis with review in the near future. If a packet is needed, please let Coordinator Green know and a packet would be made.

Academic Program Review Update and Schedules

Harbison remarked he had already given an update on the previous and upcoming Academic Program Reviews. He reminded to keep upcoming Academic Program Reviews in mind as a representative/monitor will be needed. Morris informed that he will submit his report in the very near future on the Academic Program Review on the Department of Agronomy and Horticulture, even though the Department's response to the Review Team report had not been received. Morris expressed concern this APR was over a year ago and the process seems stalled. It was noted, from previous APC discussion, this report would be held until it was time in the process for the APC representative/monitor to present his or her report.

Election of Vice Chair

Harbison said the next item of business is the election of the Vice-chair. He mentioned last year, due to Lahey's sabbatical this Fall, Lahey was not able to serve as the APC Vice-chair and Chair-elect. Thus earlier this year he was nominated and appointed this role with the thought that Lahey would be nominated and appointed the following year. He expressed if this is the wish of this Committee.

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

Subcommittee Appointments – Long-range Planning

Harbison informed APC members that volunteers were needed for this committee. He stated traditionally the Vice-chair and Chair-elect of the APC is the Chair of this subcommittee.

Lahey said, in general, this subcommittee has general discussions on how the APC can contribute to the universities short and long term goals through interaction with the Chancellor and even the Faculty Senate. He commented this subcommittee is like the Steering Committee for the APC.

Harbison asked for volunteers. He informed McCollough, who was not able to attend this meeting, had conveyed she would be willing to serve on this subcommittee. He said this committee should consist of seven members, with one member a student and two administrators. Marks volunteered. Appointments of McCollough and Marks were supported by membership. Membership opted to choose the following subcommittee members to be finalized at the next APC meeting: Kamler, Weissinger, and Weller with the remaining member to possibly be the new incoming member.

Lahey informed he would schedule a Long-range Planning subcommittee meeting after APC's next meeting when membership is finalized. Harbison commented he would like to occasionally attend these meetings.

Subcommittee Appointments – Project Initiation Request

Harbison indicated to membership that appointments were needed to the Project Initiation Request (PIR) subcommittee and asked Nunez to explain this subcommittee as he continually serves as the chair in his role as the Director of Institutional Research and Planning and APC secretary.

Nunez explained all PIR's proposing construction, renovation or addition over \$500,000 that affect academic or academic support/service programs come before the APC for review and approval before they proceed to programming. [Willhite arrived]

Harbison asked for volunteers. Morris, Jones and Leighton volunteered for this subcommittee. Their appointments were supported by APC membership.

Committee Appointment – University Curriculum Committee

Harbison indicated that APC representation was needed on the University Curriculum Committee (UCC). He said that Morris was last year's representative and that he has graciously volunteered to serve again this year.

Harbison asked if this appointment was supported by APC membership and it was.

Committee Appointment – Aesthetic Review Committee

Harbison indicated that APC representation was needed on the university-wide Aesthetics Review Committee (ARC) and that representation must be a faculty member. He said this committee meets quite often – twice monthly unless there are no agenda items. Nunez explained the purpose of the committee is to maintain and promote objectives and the architectural and aesthetic character of UNL. He said this committee is influential.

Harbison informed APC membership that McCollough had stated she would be willing to serve on this committee - unless someone else volunteered. No one volunteered and her appointment was supported by APC membership.

Committee Appointment – Enrollment Management Council

Harbison informed he was the representative on this committee for its last two meetings as Ball, the previous representative, had to resign before his term ended. He remarked the APC had only recently had a representative on the Enrollment Management Council (EMC). He said that the committee deals with enrollment strategies at the university and ways to enhance recruitment and retention of students and meets twice a month only during the school year – they do not meet during the summer or the months of December and January.

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

Subcommittee Appointment – Proposal on Master of Science Programs Consolidation in Engineering Mechanics and Mechanical Engineering

Harbison indicated to membership that subcommittee members were needed to review the proposal from the College of Engineering to consolidate the master's degree programs in Engineering Mechanics and Mechanical Engineering into a single Master of Science in Mechanical Engineering and Applied Mechanics. He said this proposal was in each member handout packet [attached to permanent record]. He expressed the wish is for this subcommittee to review to bring back its recommendation at the next APC meeting for full membership consideration.

Lahey [subcommittee chair] and Marks volunteered to serve on this subcommittee.

Proposal on Applied Climate Science Undergraduate Degree Program (School of Natural Resources in the College of Agricultural Sciences and Natural Resources)

Harbison introduced the proposal and indicated in each member handout packet was a copy of this proposal [attached to permanent record]. He reminded this proposal had come to the APC for its consideration during the summer and that Morris [subcommittee chair] and Brand had been willing to review this proposal and bring forward for full APC consideration at today's first meeting. He welcomed guest Don Wilhite who was present to answer questions, if needed. He pointed out Brand was not present at today's meeting and then asked Morris to discuss this proposal.

Morris indicated in each member handout packet were subcommittee comments [attached to permanent record]. He then drew attention to several of the comments and concluded this is a well-crafted and well justified proposal. He conveyed the subcommittee recommends APC approval of the proposal for a new undergraduate degree program, "Applied Climate Science" in the School of Natural Resources and introduced a motion to do so. As a motion from a subcommittee, no second is required.

Harbison asked if there were any questions, comments or discussion from membership. Discussion briefly ensued on FTE faculty and staff resources and that Life Science courses are not yet set. Wilhite noted there is no Applied Climate Science program within the state so not only will this promote growth at UNL by attracting new students but will provide students with a broader suite of opportunities and much more career options. He noted the new major is distinct from the Meteorology and Climatology major in the College of Arts and Sciences and that this new undergraduate degree program has the support of faculty and appropriate departments and colleges.

Harbison asked if there was further discussion or comment and there was none. Harbison reminded endorsement of the subcommittee served as a motion and second and called for a vote. The APC voted unanimously to approve the proposed new undergraduate degree program, "Applied Climate Science" in the School of Natural Resources in the College of Agricultural Sciences and Natural Resources. Harbison thanked Wilhite for attending the meeting and he thanked the APC. [Wilhite left]

Update on Proposed Changes to the University Curriculum Process of Curriculum Changes

Harbison asked Morris to discuss this agenda item. Morris informed the UCC met this morning and that Professor Rich DeFusco is the new Chair of the committee. He told that Professor DeFusco was taking under advisement portions of the motion the APC approved last spring and that the Faculty Senate will receive a report from the UCC Chair explaining the intent to change the role of the UCC. He remarked in reading the Faculty Senate meeting minutes there was concern they were not made aware of this discussion sooner. He indicated the UCC has said there will be no revisions in their operating procedures this year.

Harbison thanked Morris for his update. [Bryant left]

Report and Discussion to Assist in Streamline or Reappointment and Promotion and Tenure Review Process

Harbison indicated he had contacted the President of the Faculty Senate stating that the APC wants to look at the promotion and tenure process to see if this process can be streamlined and to ask if the Faculty Senate was interested in helping with this task.

Harbison proposed to APC membership that next week he attend the Faculty Senate Executive Committee meeting and suggest that: 1) the APC collects information across colleges what is the perception of the burden of work in this procedure to determine if this is a college or university wide problem, and 2) to come up with some concrete proposal to streamline the process. Membership agreed. He also suggested the APC may want to appoint its own subcommittee to do some fact-finding.

Harbison stated he just recently became aware of a new program called Activity Insight™, which is a faculty activity and reporting database. He said some universities use this program for promotion and tenure. He expressed he wished the APC would have been made aware of this program. He would like to hear more on this program. Nunez said Lance Perez is the contact person and perhaps we could ask Lance to come before the APC. Clutter added David Jackson is the contact person in IANR.

Brief discussion ensued. Harbison said it appears this program is being implemented or phased in as information is on the Senior Vice Chancellor for Academic Affairs web page. Plowman said her college calls this program Digital Measures and they do use this program now and believes will be campus wide. Marks commented this could be an opportunity to better streamline the promotion and tenure process. Discussion concluded to invite Lance to a future meeting to brief the APC on this program then to possibly move forward with a survey to departments about the promotion and tenure procedure. Morris suggested using a professional surveyor, such as the Department of Sociology, to query faculty. Plowman believes the university would benefit from clarity and consistent procedures.

Discussion to Assist in Streamlining Academic Program Review Process

Harbison inquired if there was still an interest in pursuing this matter this year. Brief discussion ensued. Clutter commented as seen from the timeline/checklist in the Academic Program Review Guidelines, the guidelines are clear and still are not being following. He shared in IANR they have begun discussion on what is happening post review and stated as they investigate this he

would keep the APC informed. Discussion concluded to place this matter on a future agenda for discussion with Green and Weissinger.

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

Harbison stated none were present.

Other Business

None

There being no other business, Lahey moved and Marks seconded to adjourn the meeting. The meeting was adjourned at 4:38 p.m. The next meeting of the Academic Planning Committee will be held on Wednesday, September 19, 2012, at 3:00 p.m. in the City Campus Nebraska Union.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator