

University of Nebraska – Lincoln
Academic Planning Committee (APC)

Approved Minutes
September 4, 2013

Members Present

Stephen Lahey, Chair	Libby Jones	Jamie Radcliffe
Leslie Delserone	Martha McCollough	Patrick Shea
Jacob Friefeld	William Nunez	Linda Shipley
Gerard Harbison	Prem S. Paul	Josh Waltjer
Mike Hoffman	Donde Plowman	

Members Absent

Archie Clutter	Jack Morris
Ronnie Green	Ellen Weissinger

Others Attending

Tiffany Heng-Moss, Associate Dean, College of Agricultural Sciences and Natural Resources, on behalf of Ronnie Green

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

Welcome

Lahey welcomed all to the first APC meeting of 2013-2014. He communicated if there are any questions or any problems arise as the year proceeds the first person to contact is Coordinator Green, who is central to the APC. [Plowman arrived] He indicated each member received a handout packet [attached to permanent record] and that his contact information is listed on the membership listing in this packet. He said not to hesitate to contact him. He conveyed to the new members that Nunez serves as the secretary of the APC and a conduit to Chancellor Perlman. Lahey stated the APC can always contact the Chancellor as necessary.

Approval of April 24, 2013 Meeting Minutes

Lahey informed membership that Shea had provided to Coordinator Green before the start of the meeting a few minor one word corrections and insertions to the Minutes. [Paul arrived]

Shea asked for clarification on the time frame of when the handout packet containing, for example, the agenda, the Minutes and proposals is distributed to membership. Nunez explained the agenda and packet a couple of days before the scheduled meeting, the Minutes normally several days before the next scheduled meeting, and proposals weeks in advance before full membership consider them. He further explained the general guideline for proposals is they are on the agenda for subcommittee appointment to come back to full APC for its consideration at its next scheduled meeting, so there is no action on the proposals for at least four weeks. He stated documents such as proposals and Project Initiation Requests are posted on Blackboard as soon as possible after received.

Approval of the Minutes from the April 24, 2013 general meeting as amended was moved by Harbison and seconded by Jones.

Lahey asked if there were any questions, comments or further revisions and there were none. The Minutes were approved as amended 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 (APR) information [all attached to permanent record]. He then briefly discussed each as follows: 1) regarding the meeting dates, this is the final document so 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) Lahey will discuss 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 – an electronic file cabinet of sorts – just for APC membership. The APC web site contains staple documents and information.

Nunez next mentioned the use of technology in APC meetings. He stated last year's membership concluded that the APC will try to go paperless to be more efficient and reduce costs. That is why membership receives an electronic packet now. He reminded members that material – historic, present and future – is located on Blackboard and APC's website. He conveyed if a packet is needed, please let Coordinator Green know and a packet would be made.

[For reference the Academic Planning Committee web site is located at the following URL:
<http://www.unl.edu/apc/>]

Academic Program Review Update and Schedules

Lahey indicated in each member's handout packet were spreadsheets of past and upcoming APRs [attached to permanent record]. He drew attention to the 2011-2012 spreadsheet and stated there were three outstanding monitor reports – Brand's, Sollars', and Harbison's. He said Sollars had informed she would be submitting her report yet today on the APR of the Department of Animal Science. Coordinator Green informed Brand should be submitting her report on the APR of a Center and three Units in the College of Education and Human Sciences within the next week or two. Harbison informed he will submit his report this week on the APR of the Department of Biological Systems Engineering. Coordinator Green noted the APC should receive in the near future, after approval from IANR to forward, departmental responses with Dean comments for the APRs of the following Departments: Animal Science, Agronomy and Horticulture, and Biochemistry.

Lahey stated regarding the 2012-2013 spreadsheet that monitor reports had been received for both of the listed APRs. He said a representative/monitor will be needed for upcoming APRs, which is next on the agenda.

Academic Program Review Monitor Appointment – Department of Educational Administration

Lahey indicated that a member was needed as an APR monitor to the Department of Educational Administration from February 23-26, 2014. He referenced the 2013-2014 APR Schedule in each members handout packet. [attached to permanent record] It was noted at a previous APC meeting a motion was approved to change the timeline of the Academic Program Review Guidelines so that the APC monitor representative will report to the APC within 60 days of the receipt of the Review Team report in place of the current within 90 days of the program's response.

Lahey asked for a volunteer. Hoffman volunteered to serve as the APR monitor. The appointment was supported by APC membership.

Academic Program Review Monitor Appointment – Department of Mathematics

Lahey indicated that a member was needed as an APR monitor to the Department of Mathematics from November 2-5, 2014 to replace the previously appointed person who is now unable to serve due to a conflict.

Lahey asked for a volunteer. McCollough volunteered to serve as the APR monitor. The appointment was supported by APC membership.

Lahey explained the role of the APC APR monitor is basically like being an United Nations "Blue Hat" during the Academic Program Review, which means you are there to assist the external Review Team members with whatever they may need or may need to know. He stated he has written up guidelines for monitors based on his previous experiences as an APC APR monitor representative.

Review and Discussion on Academic Program Review Monitor Guidelines

Lahey drew attention to the APC Academic Program Review (APR) Guidelines document in each members handout packet. [attached to permanent record] He further explained the role of the APC APR monitor is to make certain the Academic Program Review process is followed, to prepare and give the APC a report on the review process, and to report any problems encountered in the process. He said the chief goal of the APR monitor should be to ensure the members of the external review team have sufficient information available to allow them to overcome "cultural differences" between universities. This could involve serving as a resource for explaining UNL governing structure, intercollegiate relations, and where necessary, as a mediator with and between offices on campus that may have information germane to the team's needs.

Lahey said in most cases, the APR lasts for two to three days and that the schedule is very tight, involving back-to-back meetings with administration, faculty, staff, and students as one of the Review Team members. He expressed the tendency is for "meeting creep" to cause meetings to go five to 10 minutes over schedule. The APC APR monitor should be sensitive to this tendency and help the Review Team to avoid this whenever possible. Hoffman remarked parallel meetings and sessions are not a good idea and not well received by the Review Team.

Lahey communicated the APC APR monitor need not contribute to the Review Team's report; instead, the monitor's responsibility is to prepare a report to the APC as stated earlier. He commented the APC APR monitor report need not be concerned with particular matters having to do with disciplinary concerns as the external Review Team report will deal with that. He indicated the APC website and the APC organization in Blackboard has the template for a complete APC APR monitor report and that the monitor is to make use of that template. He reminded members of the change in the timeline as stated earlier in the meeting.

Membership determined these Guidelines were just informal guidelines that are a work in progress for APC membership to add to for use as a way to prepare as the role of an APC APR monitor representative for upcoming Academic Program Reviews. Nunez said Coordinator Green posted these Guidelines in the APC organization on Blackboard.

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<http://www.unl.edu/apc/>]

Election of Vice Chair

Lahey stated the next item of business was the election of the Vice Chair and Chair-Elect. He indicated the Vice Chair, who shall be an elected faculty member with more than one year left of his or her term, is the Chair-Elect and will assume the office of the Chair at the end of the term of the serving Chair. Additionally, the Vice Chair of the APC is the Chair of the Long-range Planning Subcommittee. He communicated typically the immediate past chair of the APC returns for a one year term as a designee of the President of the Faculty Senate. He remarked for historic/continuity purposes it may not be best for incoming members to be the Vice Chair and Chair-Elect; however, it is not out of the question. Coordinator Green stated eligible members are as follows: Michael Hoffman, Martha McCollough, Linda Shipley, Leslie Delserone, Jamie Radcliffe, and Patrick Shea.

Lahey opened the floor to nominations for the Vice Chair and Chair-Elect of the Academic Planning Committee. McCollough nominated Hoffman and Shipley seconded. Lahey asked if there were any other nominations. McCollough moved to close the nominations and Harbison seconded. Michael Hoffman's appointment was approved without dissent. Lahey congratulated Hoffman.

Subcommittee Appointment – Long-range Planning

Lahey informed APC membership that appointments were needed to the Long-range Planning subcommittee and that volunteers were needed. He said this subcommittee determines the direction of the Committee over the next few years as well as assists the Committee in providing necessary information for it to make informed decisions in the performance of its duties. He expressed this in an interesting subcommittee.

Lahey asked for volunteers. He stated this subcommittee shall consist of seven members, one of whom is a student, who shall be a member of the Committee. The Vice Chair is the chair of this subcommittee. He mentioned Weissinger is on this subcommittee. He communicated Waltjer, via email earlier today, had volunteered to serve on this subcommittee. Radcliffe, Delserone,

Shea, and Harbison volunteered for the subcommittee. Their appointments were supported by APC membership.

Subcommittee Appointments – Project Initiation Request

Lahey informed APC membership that appointments were needed to the Project Initiation Request subcommittee and asked Nunez to explain this subcommittee as he continually serves as the subcommittee chair in his role of Director of Institutional Research and Planning.

Nunez explained all Project Initiation Requests (PIRs) proposing construction of a new facility, renovation, or addition over \$500,000 that affect academic or academic support/service programs come before to the APC for review and approval before they proceed to programming. He remarked, as examples, the APC has reviewed projects such as the new College of Business Administration replacement building and the renovation of Manter Hall class lab addition. He commented this is one of the few points in which faculty get a voice in capital projects. He stated the PIR Subcommittee shall consist of no fewer than three members.

Lahey informed membership that Morris, who was unable to attend today's meeting, had expressed interest via email to continue to serve on this subcommittee if membership had no objections. Lahey asked Jones if she wished to continue. She stated she wished to continue. Lahey told membership that Friefeld via email earlier today had volunteered to serve on this subcommittee thus this subcommittee had the necessary amount of members. APC membership supported these appointments.

Committee Appointment – University Curriculum Committee

Lahey indicated that APC representation was needed on the University Curriculum Committee (UCC) and this representative must be a faculty member. He conveyed Morris, who had served on this committee for two years, has expressed the amount of work this committee has to do is unrealistic. He said his understanding though is this committee is in the process of revising how it functions so there will be less work required of the APC representative.

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

Lahey reminded membership that Morris volunteered as the APC representative to serve on the Massively Open Online Courses (MOOC) Task Force that was established over the summer by SVC Weissinger.

Committee Appointment – Aesthetic Review Committee

Lahey indicated that APC representation was needed on the Aesthetic Review Committee (ARC) and this representative must be a faculty member. Nunez explained this committee reviews and makes recommendations on projects that could have a significant impact on the exterior aesthetics of the UNL campuses.

Lahey asked for a volunteer. McCollough expressed if no one volunteered she would like to continue to serve on this committee. Nunez commented he also attends these meetings for large

projects and McCollough is an effective voice on this committee. The appointment was supported by APC membership.

Committee Appointment – Enrollment Management Council

Lahey indicated that APC representation was needed on the Enrollment Management Council (EMC) and this representative must be a faculty member. The role of the APC representative is to report back to the APC about what is happening at EMC and to contribute to EMC as a representative of APC with a special emphasis on long-term academic planning as it impacts enrollment management and recruiting.

Lahey asked Shipley if she would like to continue to serve on this committee if there were no objections from APC membership. Shipley stated she would continue on this committee. The appointment was supported by APC membership.

Subcommittee Appointment – Proposal on Supply Chain Management Systems Graduate Certificate

Lahey indicated to membership that two to three subcommittee members were needed to review the proposal from the College of Business Administration for a new graduate certificate, Supply Chain Management. He said this proposal was in each member handout packet [attached to permanent record]. He said this subcommittee develops its own questions to ask and contacts the program director directly to resolve any questions. The wish is for this subcommittee to review to bring back its recommendation at the next APC meeting for full membership consideration. [Waltjer arrived]

Lahey volunteered to serve on this subcommittee. Plowman wondered if two subcommittees were needed as both this and the following proposal were from the College of Business Administration. Membership agreed.

Radcliffe volunteered to serve on this subcommittee as well.

Subcommittee Appointment - Proposal on Business Analytics Graduate Certificate

As previously determined, Lahey and Radcliffe will serve on this subcommittee.

Discussion Regarding Place of Professor of Practice on APC Membership

Lahey introduced the next agenda item that came from him. He stated he has given some thought on the place of non-tenure track professors at this university and has formulated the following statement.

Ongoing change in the nature of the faculty employment at UNL has resulted in increasing numbers of people with faculty responsibilities lacking adequate representation in the decision making processes established to ensure fair representation for faculty and service. This situation might begin to be rectified by the introduction of a Professor of Practice representation on the APC.

Lahey said specifically what he is suggesting is that the Bylaws of the APC be amended to include one more seat at this table, namely an individual who is a Professor of Practice. The reason for doing this quite simply is that the number of faculty is decreasing and has been for the last decade at least. He noted in his department one person retired and this position was filled with a Professor of Practice. He said this is common in a lot of other departments. He stated he is arguing by including a Professor of Practice on the APC they would have a voice and some sort of representation. He shared he discovered in conversation the Faculty Senate is having similar discussions.

Discussion ensued. Harbison said Professors of Practice are represented on the Faculty Senate. Lahey said he may have misunderstood the conversation then. Hoffman commented the definition of the faculty assembly includes Professors of Practice. Harbison suggested, regarding the elected faculty member from the Faculty Senate to the APC, having a Professor of Practice run against a Professor of Practice in the election so one APC member is a Professor of Practice. Hoffman remarked he would be more in favor of an additional seat that is designated for that and it could be either ex officio or full voting. Paul stated a similar consideration should be given to Research Professors. Lahey remarked some Professors of Practice have shared with him that they would like an opportunity to participate but there is no incentive from administration; they don't think of themselves as faculty because they are not on a tenure line.

Plowman commented to Lahey she feels this idea has merit. She said in her own College, on significant committees, they try to make sure to have a separate seat for a Professor of Practice. She remarked the one caution she has is the Professors of Practice already have a heavy workload and this Committee meets a lot for committee work. Lahey replied we don't ask the student representatives on this Committee to be on a lot of our internal committees and we most likely would not ask the Professors of Practice either. Plowman suggested if discussing adding teaching faculty, you might want to think about research professors as well.

Harbison reminded there is a process to changing Bylaws ie: approval from Faculty Senate and the UNL Bylaws would have to be revised as well.

Shea stated currently faculty is classified from four broad academic disciplines areas. He wondered if Professors of Practice are not included on the faculty list this may reinforce the notion that some have that Professors of Practice faculty or Research faculty are a second or separate class of people here at the university and the thought is to get away from that by saying we are all faculty with different kinds of assignments. [Plowman left]

Discussion concluded when Harbison moved and Hoffman seconded to move this discussion to the Long-range Planning subcommittee. Membership approved without dissent.

Briefing on Behlen Laboratory Renovation

Lahey yielded the floor to Paul. Paul thanked Lahey and mentioned the Project Initiation Request for Behlen Laboratory (Floors 1-3) renovation was in each member packet distributed via email. [attached to permanent record]

Paul informed the group that in recent years compliance requirements have increased in departments for some of the research funded by the Department of Defense and other agencies. He stated like other institutions we have to look at each project to see if there are compliance requirements vital to each particular project. He mentioned the University of Nebraska partnership with the United States Strategic Command (USSTRATCOM) and the creation of a University-Affiliated Research Center (UARC) and that research opportunities through UARC are expected to grow significantly in the coming years. He expressed the University is a very vibrant and very diverse environment. He said we have international students, visitors and faculty amongst us and that it is very critical we monitor our research for compliance.

Paul stated we are proposing to renovate Behlen Laboratory. He said there are five floors in Behlen with a total of 32,985 gross square feet, of which approximately 17,000 gross square feet is planned for renovation. There are two floors below grade. He communicated the proposed project will recapitalize the top three floors to provide flexible, multidisciplinary research space to help faculty meet requirements of funding agencies. He said the majority of research will pertain to NSRI (National Strategic Research Institute) funded research but other research as well that requires export controls. He informed membership renovations will include abatement of all hazardous materials, and repair or replacement of the building's roof and HVAC, plumbing, electrical, telecommunications, and structural systems. In addition, code-related modifications will be made to correct life-safety and accessibility deficiencies.

Paul said the total project cost estimate will be known in late October 2013 and is currently estimated to be approximately \$5 million. He mentioned currently input is being gathered from deans, department chairs, and faculty who might have need for such a facility.

Lahey inquired if there were any questions or comments for Paul.

Hoffman asked what the current work is being done at the University that falls under the secure requirements. Paul replied there are a number of projects. He told the group that in the Research Compliance Office there is a person dedicated to export controls. He said there are projects under different branches of the Department of Defense and commented there are special technology and information that needs to be protected.

Harbison inquired on security on the proposed renovated floors and research spaces requiring higher levels of security. Paul said the project requirements dictated that.

Lahey asked if there were further questions or comments and there were none. Lahey thanked Paul.

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

Lahey asked Heng-Moss if she had any matters to share on behalf of VC Green. She said she did not have a report from VC Green today.

Lahey noted SVC Weissinger was not in attendance.

Lahey asked Paul if he had any matters to share. Paul said the only information he would like to provide is in this tough budget environment we have to work more creatively to compete for research funding. He said connecting with the National Laboratory is one of the activities that we have been aggressively pursuing. He shared that approximately 6 weeks ago twelve faculty from the College of Engineering, the College of Arts and Sciences, IANR, and himself visited two national labs - Idaho National Lab and Pacific Northwest National Lab. He expressed those visits were extremely positive and productive. He commented both Labs have Chemistry alumni and expressed recognition to the Chemistry Department for this possible collaboration. Lahey thanked Paul.

Other Business

Nunez informed now that there are appointments of subcommittee members to the Project Initiation Request (PIR) subcommittee, this subcommittee will review the two recently received PIRs, Behlen Lab (Floors 1-3) renovation and Manter Hall renovation, to report back to full APC membership at its next meeting.

Nunez informed APC membership Central Administration will release enrollment data based on six-day census figures on Monday.

Lahey asked if there was other business and there was none.

There being no other business, McCollough moved and Nunez seconded to adjourn the meeting. The meeting was adjourned at 4:07 p.m. The next meeting of the Academic Planning Committee will be held on Wednesday, September 18, 2013 at 3:00 p.m. in the City Campus Nebraska Union.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator