

University of Nebraska – Lincoln
Academic Planning Committee (APC)

Approved Minutes
February 25, 2015

Members Present

Mike Hoffman, Chair
Nancy Busch
Archie Clutter
Kevin Knudson

Stephen Lahey
Martha McCollough
Jamie Radcliffe
Patrick Shea

Linda Shipley
Curtis Walker
Tyler White
William Wagner

Members Absent

Leslie Delserone
Ronnie Green

Libby Jones
William Nunez

Prem S. Paul
Ellen Weissinger

Others Present

Jenelle Reeves, Advisory Committee Chair, Teaching, Learning & Teacher Education
Larry Scharmann, Chairperson, Teaching, Learning & Teacher Education
Mackenzie Savaiano, Advisory Committee Chair, Special Education & Communication Disorders

Hoffman called the meeting to order at 3:05 p.m. He stated a quorum was present.

Approval of January 14, 2015 Meeting Minutes

Approval of the minutes from the January 14, 2015 meeting was moved by McCollough and seconded by Wagner.

Hoffman asked if there were any discussion. Shea suggested that in the second paragraph on page one removal of “Nunez confirmed that it had been.” to replace with “Nunez indicated that he would check on it.” He indicated that this better reflects the actual timing of letter distribution.

Approval of the minutes from the January 14, 2015 meeting as amended was moved by McCollough and seconded by Wagner.

Hoffman asked if there were any further comments or revisions and there were none. The minutes were approved as amended without dissent.

Action Item – Proposal for Teaching English to Speakers of Other Languages Graduate Certificate [attached to permanent record]

Hoffman indicated the next item of business was the proposal for a graduate certificate in Teaching English to Speakers of Other Languages and introduced guests Scharmann and Reeves from Teaching, Learning and Teacher Education (TLTE) who were present for questions. He mentioned he had a question as to why the documentation said 12 hours for the master’s and 12 hours for the certificate and that this question had been forwarded to the proposers and had been answered. Scharmann replied yes, the 12 hours are 12 hours that can be imbedded within the 30

hours thesis or the 36 hours non-thesis master's degree option and was not intended to be a 12 hour master's.

Approval of the proposal from the College of Education and Human Sciences for a new Teaching English to Speakers of Other Languages graduate certificate was moved by McCollough and seconded by Wagner.

Hoffman asked if there were further questions or any comments and there were none. He called for a vote. The APC voted unanimously to approve this proposal. He thanked the guests for attending. They thanked the APC. [Scharmann and Reeves left]

Action Item – Proposal for Sensory Disabilities Graduate Certificate [attached to permanent record]

Hoffman indicated the proposal for a new Sensory Disabilities graduate certificate was the next item of business and introduced guest Savaiano from Special Education and Communication Disorders who was present for questions.

Approval of the proposal from the College of Education and Human Sciences for a new Sensory Disabilities graduate certificate was moved by McCollough and seconded by Wagner.

Hoffman asked if there were any discussion, questions or any comments and there were none. He called for a vote. The APC voted unanimously to approve this proposal. He thanked Savaino for attending and she thanked the APC. [Savaino left]

Discussion – Addition of a Non-Tenure Track Faculty Member to the Academic Planning Committee

Hoffman announced he had met with the Faculty Senate Executive Committee on February 4 and encouraged membership to read the meeting minutes. He shared that an addition of a non-tenure track faculty member to the Academic Planning Committee was discussed and indicated this has been an on-going discussion among APC membership for the last year and a half. He stated that he was bringing this to membership for discussion as the Faculty Senate Executive Committee would like to know the expressed opinion of this committee. He commented the Faculty Senate Executive Committee had recently added an additional seat and had expressed the addition was very useful and helpful. He said this position would have to be created and revisions made to the UNL Bylaws.

Shea clarified the additional seat would be unaffected by other filled seats. Hoffman answered yes and proceeded to read the membership of Faculty Senate Executive Committee. McCollough asked if the added seat would be a member of the Academic community. Hoffman replied yes. Radcliffe voiced his support of the addition. Clutter inquired how nominees would be solicited. Hoffman described the process initiated by the Faculty Senate used to identify and contact potential candidates for the position. Clutter commented he believes this is a great idea and a diverse pool of potential candidates exists. [Walker arrived]

There being no further questions or comments, McCollough moved that the Academic Planning Committee endorses adding an additional seat on the Academic Planning Committee that

specifically is reserved for a non-tenure track faculty as a regular voting member with a three year term similar to the recent addition to the composition of the Faculty Senate Executive Committee. Wagner seconded. The endorsement was approved without dissent. [White arrived]

Discussion – Engagement in University Planning

Hoffman informed Shea had asked to address the APC. Shea stated he has served on the APC for two years and his observation and perspective is that the APC currently is not as highly engaged in what he would call “true” planning of any kind, including academic or university planning, as would be possible. He remarked he would like to start a discussion on the level of engagement of the committee and the purpose of the Long-Range Planning Subcommittee. Discussion ensued. [Lahey arrived]

Hoffman agreed and expressed that if the members of the Academic Planning Committee were to become more engaged in university planning then a shift to more active, as opposed to reactive, membership needed to occur. McCollough mentioned that meeting with the Chancellor and the Vice-Chancellors to discuss planning possibly before preparation of the State of the University address would be beneficial to achieve more engagement. Shea agreed and commented the APC should collectively suggest to administration the APC does truly want to be more engaged in planning and that we could also take the initiative on matters as well and mentioned the syllabus of the APC. Lahey voiced when he was the chair of the Long-Range Planning Subcommittee he had looked at our peer universities to see what academic planning committees they had and told none had any committees close to this committee that consists of deans, students, administrators, and faculty and is annually addressed by the Chancellor.

There being no further discussion or comments on the topic, Hoffman indicated that the committee should move on to the next agenda item.

Report – Long-Range Planning Subcommittee

Hoffman asked Radcliffe, as the subcommittee chair, to address membership. Radcliffe apologized that the Long-Range Planning subcommittee (LRP) had not been able to meet due to scheduling issues. Hoffman proposed that the Academic Planning Committee’s meeting on March 11 could be used as a meeting time for the Long-Range Planning subcommittee to avoid scheduling issues and, if so, any APC business could most likely be conducted electronically. Radcliffe agreed. He said if the March 11 meeting was dedicated to the LRP subcommittee he would welcome members who were not on the subcommittee to attend with any useful input for the subcommittee.

Hoffman then commented on the Academic Program Review (APR) process and the lack of feedback from SVCAA/IANR during this process. Discussion ensued.

Radcliffe commented that the deans do react to the APR’s and assessments are made. Hoffman remarked that the APC specifically requests feedback on reviewed units. Clutter said that the IANR APR’s are managed by the Agricultural Research Division. He noted the APR’s are often utilized by the units; however, it is not common for the units to go through and respond to reports after utilization is carried out. McCollough voiced that the exit interviews implemented by monitors would yield valuable information as far as how a unit would utilize the review. Lahey

asked whether the responsibility to gather feedback on reviews was the responsibility of the APC APR monitor or the Academic Planning Committee itself. Hoffman responded that it was the Committee's responsibility as a whole. Hoffman clarified he would like to see the administration articulate what their response was to the APR process. Radcliffe pointed out with a more extended timeline, the APC APR monitor's term may be over before the process is completed and the report came to the APC.

Hoffman asked if there were further discussion or comments and there were none. He reiterated the March 11 meeting may be dedicated for the Long-Range Planning subcommittee to meet and added to email any ideas to Radcliffe.

Report – Project Initiation Request Subcommittee

Hoffman stated that he had communicated with this subcommittee via email on how to formalize including both the estimate of Operations and Maintenance (O&M) expense for Project Initiation Requests (PIRs) and the anticipated source of funding for this O&M in future Project Initiation Requests. He informed membership that Nunez had replied that this could be added to the existing PIR template, section IV. Project Funding. Subsection A. is "Proposed Source(s) of Funding" and could consider adding "B. Operations and Maintenance Expenses and Source of O&M Funding or something along those lines. [attached to permanent record]

Hoffman asked for feedback on amending the form. He said the form currently reads IV. Project Funding A. Proposed Source(s) of Funding and he would like the form to read as follows.

IV. Project Funding

- A. Proposed Source(s) of Funding - Building, Renovation, Demolition
- B. Operations and Maintenance (O&M) - Estimate and Source of Funding

Brief discussion ensued. Radcliffe agreed that it seemed to be a sensible move so as to avoid future issues. McCollough agreed.

There being no further discussion, Lahey moved to accept the above amendments on the Outline for Project Initiation Request University of Nebraska–Lincoln form and Radcliffe seconded. Hoffman called for a vote. The amendments were approved without dissent.

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

Hoffman asked Clutter if he had any matters to share on behalf of Green.

Clutter mentioned that Joe Francisco, Prem Paul, and he had helped convene a search advisory committee for the new director for the Nebraska Center for Virology this week. He said recruitment was underway. He said Charles Wood would remain in the director position while the search was underway before returning to a faculty member position. He stated he had nothing further to report.

Other Business

Hoffman asked if there was any other business. There was none.

There being no other business, Knudson moved and Walker seconded to adjourn the meeting. The meeting was adjourned at 4:04 p.m. The next meeting of the Academic Planning Committee will be held on Wednesday, March 11, 2015 at 3:00 p.m. in the Nebraska Union.

Respectfully submitted,

Amanda Jones and
Michelle (Shelly) Green
APC Coordinator