

University of Nebraska – Lincoln
Academic Planning Committee (APC)

Approved Minutes
September 2, 2015

Members Present

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|------------------|-----------------|-----------------|
| Mike Hoffman | Melanie Simpson | Gerard Harbison |
| Nancy Busch | Michael Farrell | Patrick Shea |
| Maria Marron | Guy Trainin | Thien Chau |
| Leslie Delserone | William Nunez | Curtis Walker |
| Ronnie Green | Prem S. Paul | |
| William Wagner | Tyler White | |

Members Absent

Leilani Arthurs

Others Present

Karen Griffin, Coordinator, Faculty Senate

Hoffman called the meeting to order at 3:03 p.m. He stated a quorum was present.

Welcome

Hoffman welcomed all to the first meeting of the 2015-2016 year. He introduced incoming members - who were unable to attend APC's last 2014-2015 meeting - Guy Trainin, Teaching, Learning & Teacher Education representing Business, Education and Social Sciences, Maria Marron, Dean of the College of Journalism and Mass Communications, and Gerry Harbison, Chemistry, representing Physical Sciences. Hoffman conveyed Harbison would stand in for the remainder of Jamie Radcliffe's term, who is on leave this year. Harbison commented he previously served on the APC and was the 2012-2013 APC Chair. Hoffman also introduced Melanie Simpson as the Graduate Council faculty representative on the APC.

To fulfil the membership roster, Hoffman asked VC Green who would represent for Academic Affairs and who would represent the Institute of Agriculture and Natural Resources. It was determined that Green would represent Academic Affairs. Green stated he would find an appointee for the Institute of Agriculture and Natural Resources and mentioned Ron Yoder as a possibility.

Election of Chair

Hoffman indicated election of the Academic Planning Committee Chair was the first order of business. He stated Jamie Radcliffe was elected as the Chair but is now on leave so the Chair position is vacant. Hoffman opened the floor to nominations for the Chair of the Academic Planning Committee. Harbison nominated Delserone and Wagner seconded. Hoffman asked if there were any other nominations. Harbison moved to close the nominations and Wagner seconded. Leslie Delserone's appointment was approved without dissent. Hoffman congratulated Delserone and handed her the gavel. Delserone thanked membership.

Approval of April 22, 2015 Meeting Minutes

Approval of the Minutes from the April 22, 2015 general meeting was moved by Farrell and seconded by Hoffman.

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

[Note the order of the agenda was changed by the Chair]

Election of Vice Chair

Delserone indicated the next item of business was the election of the Vice Chair and Chair-Elect. She said the Vice Chair must 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. She added the Vice Chair of the APC is the Chair of the Long-range Planning Subcommittee. [Paul arrived]

Delserone opened the floor to nominations for the Vice Chair and Chair-Elect of the Academic Planning Committee. Farrell nominated Wagner and Hoffman seconded. Delserone asked if there were any other nominations. Farrell moved to close the nominations and Hoffman seconded. William Wagner's appointment was approved without dissent. Delserone congratulated Wagner.

Appointments to Subcommittee/Committee

Delserone indicated in each member packet that Coordinator Green had distributed electronically was a highlighted sheet listing appointments needed [attached to permanent record] on the following:

- Long-Range Planning Subcommittee
- Project Initiation Request Subcommittee
- University Curriculum Committee
- Aesthetic Review Committee
- Status of Enrollment Management Council

Delserone asked Shea and Chau if they would like to continue on the Long-Range Planning subcommittee if there no objections from membership. There were none and they agreed to continue. She noted White served on this committee last year; however was not present at this meeting. She asked Coordinator Green to follow up with White to see if he wished to continue to serve on this subcommittee. She noted Green would replace the vacancy left by Ellen Weissinger. Delserone then asked for volunteers. Farrell and Trainin volunteered to serve on this subcommittee. Their appointments were supported by APC membership.

Delserone informed APC membership that appointments were needed to the Project Initiation Request subcommittee. She said Nunez serves as the subcommittee chair. Delserone asked Busch and Walker if they wished to continue their membership. They stated they wished to continue. Coordinator Green informed membership Arthurs had conveyed to her before today's

meeting her willingness to serve on the subcommittee unless membership objected. APC membership did not object and supported these appointments.

Delserone indicated that APC representation was needed on the University Curriculum Committee (UCC) and this representative must be a faculty member. Delserone asked for a volunteer to this committee. Hoffman, as a previous appointee, briefly explained this committee. He recommended the APC Chair be the representative on this committee. Delserone indicated she would like to serve if there were no objections. There were none. The appointment was supported by APC membership.

Delserone stated an APC representative was needed on the Aesthetic Review Committee. Nunez briefly explained this committee. Harbison volunteered to serve on this committee. Harbison's appointment was supported by APC membership.

VC Green updated membership on the status of the Enrollment Management Council. He informed this Council has been disbanded. He said upon review there was a complete overlap of two operating groups – Enrollment Management Council and Academic Service and Enrollment Management (ASEM). Delserone asked if there were any comments or if further discussion was needed. Membership stated none.

Meeting Schedule and Member Materials; Use of Technology

Nunez indicated in each member handout packet was the schedule of meeting dates and the membership list [both attached to permanent record]. He then briefly discussed each as follows: 1) regarding the meeting dates, meeting cancellation is at the discretion of the chair, and, 2) to double check the member list for any inaccuracies and email any updates or corrections to Coordinator Green.

Nunez mentioned the use of technology in APC meetings. He stated several years ago membership concluded that the APC would go paperless to be more efficient and reduce costs. That is why membership receives an electronic packet now. He said so please bring your own electronic devices to the meetings. He conveyed if a packet is needed, please let Coordinator Green know and a packet would be made. He reminded members that material – historic, present and future – were located on Box@UNL and APC's website. He said Box is now basically the official repository of APC business. The APC web site contains official and approved documents and information. He said Coordinator Green sent each member an invitation to Box and to please check to make sure you have access.

Farrell inquired if it was set in stone that all APC meetings are held on City Campus. Nunez said it was not. He said there have been discussions on this before and the majority of membership agreed to meet on City Campus. Delserone mentioned last year there was one meeting on Innovation Campus. Brief discussion ensued. Shea commented it makes sense to hold the meetings where the majority of individuals are located, which is City Campus. He said everyone would have to travel to Innovation Campus. He added as an East Campus person he would not push to have meetings held on East Campus. [White arrived] Nunez asked membership to email any comments or suggestions on this topic to Delserone and Coordinator Green would schedule accordingly.

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

Delserone noted White's arrival to the meeting. She inquired if he wished to continue to serve on the Long-Range Planning Subcommittee. White replied yes. This was supported by membership.

UNL Organizational Change and APC Support.

Nunez stated he would like to update membership and explain why Karen Griffin was present. He informed APC that the Board of Regents approved UNL's proposal to establish a Vice Chancellor of Information Technology and Chief Information Officer. Thus, beginning July 1, Mark Askren, already the Chief Information Officer, was appointed the additional title of Vice Chancellor of Information Technology. By this action, several organizational units were organized under the VCIT, one specifically is Institutional Research. He stated in the Bylaws the Director of Institutional Research is the Secretary of the APC and it made sense that support for the APC came from IR staff and added technically he no longer is the Director of Institutional Research. He said there have been discussions with Faculty Senate regarding Griffin becoming "Coordinator for Faculty Governance" - or some related title - and to support to the APC as well as continuing her current role in supporting the Faculty Senate.

Hoffman inquired if Nunez could continue to serve on the APC in his role as Associate to the Chancellor. Nunez replied that would be one option but would require a bylaw update. Hoffman asked about the status of hiring a Director in Institutional Research. Nunez said it is his understanding a Director of Institutional Research is not in the works at this time. He explained the VCIT is looking at IR in the context of institution-wide data analytics, reporting, and decision support. He indicated the Bylaws of the University of Nebraska-Lincoln are currently in revision and that the structure of the APC will need thought and revision as well.

Delserone commented she was unclear on the timing of the transition for APC support. Nunez stated Coordinator Green would continue to support through the fall semester and that Griffin would shadow Green through this time to learn. Griffin commented the Executive Committee meets the same day and time as the APC so there is a conflict. She informed APC members that the Executive Committee meetings in the spring will be moved to a different time.

Shea wondered if it was realistic for Griffin to support two committees and expressed concern about the work load. Griffin replied it is doable and provided assurances of requesting additional help if needed. Nunez commented that the practical approach was to let Griffin better understand the APC before hiring additional help.

Delserone inquired if there were further comments and there were none.

Academic Program Review Update and Schedules

Delserone indicated in each electronically distributed member packet were schedules of upcoming Academic Program Reviews (APRs) for 2015-2016 and for 2016-2017. [attached to permanent record] She listed off the assigned 2015-2016 APRs and indicated a member would be needed for

one of these reviews. She informed the 2016-2017 APRs were included by Coordinator Green as an FYI only.

Academic Program Review Monitor Appointment – School of Veterinary Medicine and Biomedical Sciences

Delserone stated that a member was needed as an APR monitor to the School of Veterinary Medicine and Biomedical Sciences from January 25-29, 2016.

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

Review on Academic Program Review Monitor Guidelines.

Delserone referenced the Guidelines document that was included in each electronically distributed member packet. [attached to permanent record] She stated she would not read through these Guidelines but noted one of the functions of the APC representative on the APR team is to monitor the process of the Academic Program Review.

Delserone inquired if there were any questions.

Shea remarked he is a monitor on an upcoming APR and noticed as he read through the Academic Program Review Guidelines available on the Academic Affairs web site that these Guidelines in regards to the role of the APC monitor don't match up to the APC Guidelines included in today's packet. He wondered why the difference and do the APC Guidelines supersede the Guidelines located on the Academic Affairs web site. Harbison explained a few years ago former member Stephen Lahey had prepared this Guidelines document to assist a new APC APR monitor in his or her responsibilities as a monitor. Hoffman explained the process. VC Green stated the Guidelines on the web is the policy document that stipulates the role of the APC monitor, the Guidelines Lahey produced for the Committee is intended to be a help document. APC membership determined to remove the word "guidelines" and change to "guide" or "considerations".

Wagner inquired if the issue of administrators present during APR's had been resolved. Green replied he believed so. He remarked this issue was discussed at an APC meeting last year and he had explained this was where an associate dean had been present during a large portion of the Academic Program Review of both the Department of Food Science and the Department of Animal Science and in both of those cases both associate deans were present only as a faculty member. He said he believed the recommendation of the APC membership was that sitting administrators shouldn't be participating through the breadth of the review. Shea clarified that would include people who have appointments in departments as well as administration and there would be certain meetings in which they would not be present. Green replied that was correct.

For reference the Academic Affairs Academic Program Reviews web site is located at the following URL:<http://svcaa.unl.edu/academic-program-planning/academic-program-review>

Report on Aesthetics Review Committee Summer Activities

Delserone asked White to report. White reported the Aesthetics Review Committee (ARC) met over the summer in May, June and August. He informed three main projects were discussed at

these meetings – Cather Pound dining hall, East Campus dorm complex and Love North Commons.

White said on the Cather Pound dining hall, the architect extensively revised the initial plans and that this was approved by the ARC. He stated on the East Campus Dorm complex, the initial plans were revised by the architect and were approved by the ARC. He informed in August the ARC received a rather bold design proposal based on the design of the prairie from the architects for signage for the new Love North Commons. He said while there was a great sense of appreciation of the proposal there was question on how this design would fit into the whole venue so the proposal was sent back for further consideration. He said he would be curious to see the revised proposal and would appreciate an update from the new APC representative on this committee.

Delserone asked if there were any questions or comments. There were none. She thanked White.

Matters from Vice Chancellors

Delserone asked Green if he had any matters to share with membership. Green stated he had a few comments. He remarked this time of year we all are anxiously waiting enrollment data, which will be announced on Tuesday.

Green indicated there were a lot of building projects on both campuses. He stated was one project in particular that was being watched was the corner where the construction site of CBA (College of Business Administration) is. He said the flow of students around that area and across the intersection in front of Mable Lee is somewhat problematic so is being carefully watching for any safety concerns.

Green reported the Love Library North project is coming to a close. Busch commented the opening will be in January 2016. Green stated the dedication will be in March.

Green stated on East Campus construction has begun on the residence hall as well as the Veterinary Diagnostics Center. He said the new Recreation Center is now open. He commented there is a lot of excitement on the building project side.

Green informed the Innovation Campus grand opening is now set for October 9. He said construction on that site is just about completed. He said the Food Sciences Department is now open and operational with classes being taught there.

Green remarked all are aware that the search for a new chancellor is now beginning and that President Bounds has asked for input from the campuses. He expressed the hope for a lot of input and engagement from faculty and staff on the campuses. He said he is aware that President Bounds has indicated that he would like to see the search happen this fall with conclusion early in the calendar year for a seamless transition at the end of the academic year.

Green indicated the process to search for a new director in ASEM (Academic Services and Enrollment Management) will get under way this month. He said Alan Cerveny was the previous director.

Green said on the international side, David Wilson, who serves as the campus Senior International Officer and is in Academic Affairs, will return back to the faculty in his home college of CEHS at the end of this year. He said the campus is beginning to really think about needed resources around international activities and the infrastructure associated with those.

Green concluded he has appreciated the opportunity to get to know the Academic Affairs colleges better in this role. He shared that he is visiting each college – one per week for the next 9 weeks – and is learning a lot and appreciates the chance to do that.

Delserone asked if there were any comment or questions for Green and there were none. She asked Paul if he had any comments.

Paul stated the theme for Research this year is “INFEWS,” which stands for Innovations at the Nexus of Food Energy and Water Systems. He informed membership INFEWS is a national research and education initiative. He said this is important as the University of Nebraska-Lincoln has a lot of strengths in food, energy and water – not just in IANR but across the institution. He communicated the National Science Foundation and U.S. Department of Agriculture plan to have competitions for research funding that must include all three areas. He commented this fits well with our institutional strengths and investments made in new faculty.

Paul shared that a faculty meeting was held on Nebraska Innovation Campus on August 17 with 200 faculty in attendance. He said there are plans to hold several meetings during the year for faculty to be engaged in discussion, forum teams and compete for these resources. He added he would like to involve faculty in all of the colleges in these meetings.

Delserone thanked Paul.

Other Business

- Information Only – Dissolving of Two Centers
- Review Previous Recommendations from Long-range Planning Subcommittee for this Academic Year

Delserone indicated in each electronically distributed member packet were documents describing requests to dissolve the Center for Ergonomics and Safety Research and the Center for the Study of Higher and Postsecondary Education. [attached to permanent record] She inquired if there were any questions or comments. There were none.

Delserone then referred to the last meeting minutes of April 22 where membership had approved an action item list submitted by last year’s Long-Range Planning subcommittee. She charged the current Long-Range Planning subcommittee members to prioritize this list for this academic year.

Delserone inquired if there were any other items to add to this list or if there were any questions or comments. There were none.

There being no other business, Harbison moved and White seconded to adjourn the meeting. The meeting was adjourned at 4:20 p.m. The next meeting of the Academic Planning Committee will held on Wednesday, September 16, 2015 at 3:30 p.m. in the Nebraska Union.

Respectfully submitted,

Michelle (Shelly) Green, APC Coordinator