

University of Nebraska – Lincoln  
Academic Planning Committee (APC)

Minutes  
November 18, 2015

Members Present

Leslie Delserone  
Gerard Harbison  
Maria Marron  
Curtis Walker  
Patrick Shea  
William Nunez

Ronnie Green  
Mike Hoffman  
Guy Trainin  
Tyler White  
Nancy Busch  
Michael Farrell

William Wagner  
Thien Chau  
Ron Yoder  
Melanie Simpson

Members Absent

Prem S. Paul

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

Approval of November 4, 2015 Meeting Minutes

Approval of the Minutes from the November 4, 2015 general meeting was moved by Wagner and seconded by Chau.

Delserone stated the minutes were posted in Box and asked if there were any questions or comments. Nunez referred a note he had sent to membership regarding these minutes. Specifically, “*Shea moved and Trainin seconded to change the APC procedure to go into a closed session during deliberation and voting of a proposal and that all APC members that are involved in a particular proposal step aside.*” Nunez asked that this be deferred. Delserone indicated that this would be an agenda item at the next APC meeting. She asked if there were any further comments and there were none. The Minutes were approved without dissent.

[Note the order of the agenda was changed by the Chair as Ronnie Green and guests Lance Perez and Hector Santiago had not arrived yet.]

Presentation on Changes in the University Libraries

Delserone stated this was a follow up from the APC Long-range Planning subcommittee list of priorities. She asked Dean Busch to begin the presentation.

Busch informed membership she had a PowerPoint presentation [attached to permanent record] and would share the highlights of what has been occurring in the Libraries. She expressed there have been many changes. She conveyed the Libraries are always in the process of transforming to meet the needs of the campuses as the nature of research materials change from print to digital to not even published types of content, and still remain true to the Libraries legacy. She stated the Libraries had a vision, strategic focus, and values and that this information was located on the Libraries web page. [Green arrived]

Busch gave a brief background of changes that had occurred during the past 10 years. One transformation were the closures of the Chemistry, Biology and Physics branch libraries, concurrent with the building the of a high-density storage facility on East Campus. Another transformation, which began with the update of the Campus Master Plan, was the identification of the 1<sup>st</sup> Floor Love North as an excellent location for a Learning Commons. She remarked plans moved forward on that notion.

Busch said the plans for Love North started another massive consideration of space allocation. She referenced one of the slides that detailed typical space allocation, in square feet, at a midsize University Library, such as UNL's. [Trainin arrived] Busch spoke of the cost to store physical collections of materials versus the less expensive option of electronic storage. She said the Libraries are in the process of re-orienting from a stack/book intensive space to a student-learning intensive space.

Busch announced that the Love Library Learning Commons will open January 11, 2016. She remarked this space will accommodate 400 plus students and faculty. She told there will be 20 differently-sized, technology rich study rooms with IT and Libraries personnel available. She said this space will be available 24/7 and added there will be a café/coffee presence as well. She believes this will be very successful.

Busch mentioned the C.Y. Thompson Library on East Campus. The project currently moving forward would turn C.Y. Thompson into a much smaller physical library space, but bring the Rural Futures Institute, the Engler Agribusiness Entrepreneurship Program, Career Services Office, Testing Center, and a café/coffee shop into the renovated space as well. She stated this has been designed and fundraising has begun, with the goal for renovation to be completed by 2018. She expressed this is an academic commons that will bring together other entities on East Campus in a nice way.

Busch spoke of growing and promoting the University's archives and special collections. The Board of Regents recently approved construction of an additional storage unit on East Campus. She said this unit, where lesser-used archives/special collections would be stored, would have a public reading room that would be open Monday through Friday, 8:00 am to 5 pm.

Busch informed membership of a preliminary proposal to create a Fine and Performing Arts Architectural Library, as part of discussions about renovated/new spaces for the college. She conveyed it has also been proposed to move Archives & Special Collections and the Center for Digital Research in the Humanities to 2<sup>nd</sup> floor of Love North, above the Learning Commons, from the basement of Love Library. She stated renderings would be completed for this next year and then a fundraising campaign would begin.

Busch inquired if there were any questions. Harbison commented one could apply data crunching on which journals are used more consistently, to inform purchases of electronic back files. [White arrived] Busch replied the Libraries tries to base decisions on usage. She added the Libraries also have to work consortially (with the CIC and the other NU campus libraries) and rely on inter-library loan data. She said print is going away so one must have a stable e-version.

She voiced the intent is not to harm research in any way but to balance e-access with financial resources.

Busch concluded she would be happy to give this presentation to departments. She thanked membership. Delserone thanked Busch for her presentation.

[For reference the Libraries web page is located at: <http://libraries.unl.edu/>.]

Discussion: Presence of IANR Administrators at Academic Program Reviews (APR) Meetings with Faculty

Delserone indicated this agenda item was also a follow up from the APC Long-range Planning subcommittee list of priorities. She explained Administrators were present during faculty sessions with the APR external review team.

Wagner, subcommittee chair, remarked there were two issues related to APRs that this subcommittee would like to discuss. First is the presence of administrators during the Review Team meetings with faculty. The second is the appointment of unit heads and departmental chairs in the UNL faculty slot on the review team. He pointed out last year there were two IANR administrators present during the Review Team meetings with faculty. He said this had been discussed in two different APC meetings last year and this year and his understanding was that this would not happen again. He remarked he was the APC APR monitor in the recent APR of the School of Natural Resources and two deans were present during faculty meetings. He voiced this isn't helpful and pointed out if administrators are present that could discourage faculty from speaking with the Review Team. He asked Shea to speak.

Shea added quite a few faculty had spoken to him about this same concern. He stated faculty voiced to him they felt inhibited and were not comfortable discussing any issues when deans were present the entire process.

Delserone asked if there were any comments or discussion. Green remarked he doesn't believe the intentions of deans attending portions of APR's are anything other than positive, yet understands the concern. He pointed out the *Academic Program Review Guidelines* state there should be time for the faculty with the Review Team independent of the Administration. He assured membership he would reinforce this to units and all involved and recommend that the *Guidelines* are followed. Explicitly, this means that administrators participate in the APR in the entry and exit sessions with the review team, and any general departmental briefing at the beginning of the process, but not in the remainder of the sessions involving faculty, staff, and students.

Farrell wondered if information could be exchanged electronically in advance. There was brief discussion with membership expressing concern that some information could only be gleaned in face-to-face meetings.

Wagner indicated the second issue was the appointment of unit head or departmental chairs to the UNL 'external' faculty slot on the Review Team. He said in reviewing previous APR reports that some colleges, (e.g., the College of Arts and Sciences), the person appointed to the faculty

slot is a faculty member. In some other colleges (e.g., CASNR or the College of Engineering), the person appointed to the faculty slot is usually a department chair or a unit head. He commented again that it is not helpful to have administration present, as this has the potential to suppress discussion. He voiced that it appears the Review Team has plenty of opportunity to get the administration perspective.

Green remarked that, in reviewing different programs and colleges, he understands that this faculty appointment is handled differently amongst the various colleges. He believes that, when a College appoints this member as someone also holding administrative appointment, they do so as they believe this provides an avenue for the Review Team to understand administrative processes as well while being dually representative of the greater Faculty from across the particular College.

Shea remarked the unit heads in IANR are department heads which is a different than department chairs. He stated he reviewed APRs from 2011 to the present, and for all of the IANR APRs during that period, a unit head or an administrator was assigned to the faculty slot.

Green indicated there is language that every 10 years the process of the Academic Program Review should be evaluated and reviewed. He said the last review of the process was in 2006. He suggested that if there is desire of the faculty to revise the guidelines to provide explicit clarity on this point, this would be the opportune time to do so.

Delserone asked if there was further discussion and there was none.

#### Discussion: Administrative Responses to Academic Program Reviews (APR)

Delserone stated this agenda item somewhat ties into the discussion and stated Green would lead this discussion.

Green indicated in a review of the APR process, according to the timeline, the Review Team submits a written review within 30 days after the site visit; the reviewed program/department within 30 days following receipt of the review team report prepares a written response to this report addressed to the academic dean or the IANR Dean's Council; the Dean or the IANR Dean's Council within 30 days after receiving the program's response; and then submits a written report to the SVCAA/VCIANR. The SVCAA/VCIANR prepares recommendations discussed with the Chancellor and provides a formal response to the academic dean whose college houses the program within 60 days of having received all documentation and responses. He conveyed this totals to a 150 day timeline. He said the program chair/head/director, the Dean of Undergraduate Studies, and Dean of Graduate Studies as appropriate, and the APC should be copied on the formal response. He remarked receipt of the formal steps above the deans has not been occurring for both Academic Affairs and IANR. He explained there have been some backlogs and pointed out in some instances the department/unit has asked for an extension of time to respond to the review team's report, which then slows the entire process. While the last of the reporting steps have not been occurring to the APC, they have in fact been occurring according to the guidelines for APR's and have been reported in a timely fashion to the University central administration to meet Board of Regents and state policy.

Green remarked the bottom line is that the process should be reviewed. He pointed out the Dean of Undergraduate Studies was no longer involved in this process so language needed to be tightened up in the wording process. He questioned why the Dean of Graduate Studies was involved in the process of reporting. He stated there must be reinforcement as the APC was not being copied. He recommended discussion if the 150 day timeline was appropriate given recent past review processes.

Brief discussion occurred regarding the time line process. Shea wondered if the APC should take a stronger role in following up if a report was not received in a timely manner. Hoffman commented that, in his experience, the department response to the review team report has been very timely. He remarked the APC receives the department report, but never sees the report from the Dean, the IANR Dean's Council, or the SVCAA/VCIANR response to the Dean.

Delserone asked if there was further discussion and there was none. She thanked Green.

#### Report on Distance Education Revenue Model

Delserone indicated Green would report.

Green stated he had informally shared with the APC that the distance education incentive plan was being re-evaluated following the change in revenue distribution that occurred in 2014. He stated this has been looked at closely and the plan is to re-incentivize distance education coursework under a previous tuition model. There would be two avenues by which colleges or academic programs could apply for this course designation. He explained, first, the courses would have to be online course in online-only programs. Secondly, courses could be identified that could be offered online that are bottleneck courses for graduation. He stated there may be various ACE courses that fall under that category. He conveyed these were the two categories where the colleges would be able to submit proposals to designate courses that fall into the model for tuition revenue distribution.

Green stated there would be an approval process. He indicated a committee would be appointed by the Vice Chancellor to review those proposals. He said faculty would be on this committee.

Green conveyed this plan was shared informally with the Dean's Council last week during a monthly meeting. He stated details would be provided early in the spring semester.

Trainin asked if the bottleneck courses would include graduate courses. Green replied yes. Hoffman inquired if there would be a limit or a spending cap on the number of credit hours that would be offered in that way. Green responded a threshold had not been discussed yet. He said this would be evaluated when proposals were received.

Delserone inquired if there was further discussion. There was none. She thanked Green

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

Delserone asked Yoder if he had any matters to share. Yoder reported the NCTA (Nebraska College of Technical Agriculture) last Friday celebrated its 50 year anniversary with public

programs and a reception. He said the NCTA was dedicated in November 1965 and was the first statewide technical agriculture college in Nebraska.

Delserone asked if there were any questions for Yoder. There were none. She thanked Yoder.

Green reported on the Academic Affairs end. He drew attention to recent national concerns about racism on university campuses. He mentioned an email that was distributed the day before to faculty, staff, and students by Chancellor Perlman, VC for Student Affairs Franco and himself that students had organized a “Black Lives Matter” event for tomorrow. He expressed he is very pleased about tomorrow and hoped that it would be an open and peaceful event to produce needed dialogue for the greater community. He commented tomorrow is also the annual Math Day on campus. He said that over 1,500 high school students from across Nebraska also would be on campus.

Green stated work on capital construction requests continues. He referenced a recent publication in the news about the downslide in sales tax collection for the State of Nebraska and the revenue forecast for the remainder of this biennium. He said we are six months into the first year of the two year biennium. He said there is not significant concern at this point relative to the university’s budget but this is being closely observed. [Delserone left]

Wagner noted Delserone had to leave and he would chair the remainder of the meeting. He asked if there were any questions for Green. There were none. He thanked Green.

#### Other Business

Wagner pointed out there was an informational item in the electronic packet that was distributed to membership, which was a revised proposal for executive certificates in Space Law, Cyber and Cyber Security Law, and Cyber and Telecommunications Law.

Wagner asked if there was any other “other business”. There was none.

There being no other business, Harbison moved and White seconded to adjourn the meeting. The meeting was adjourned at 4:30 p.m. The next meeting of the Academic Planning Committee will be held on Wednesday, December 9, 2015 at 3:00 p.m. in the Nebraska Union.

Respectfully submitted,

Michelle (Shelly) Green, APC Coordinator

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