Academic Planning Council Meeting
Wednesday, September 24, 2014 4:00 p.m.
Foundation Conference Rm. 1510, Ullsvik

☒ Dan Avenarius (Academic Staff Rep) ☒ Tom Scanlan (EMS, AITC Rep, 2017)
☒ Jeff Huebschman (BILSA, 2016) ☒ Igor Stanojev (EMS, UUCC Rep, 2016)
☒ Travis Nelson (LAE, 2017) ☒ Jason Thrun (At-large, 2015)
☒ Irfan Ul Haq (At-Large, Faculty Senate Rep, 2017)

Additional Members to Complete Committee of the Whole
☒ Todd Carothers (BILSA 2014) ☐ Mark Evenson (LAE, 2014)
☒ Lisa Riedle (EMS, 2014)

Non-Voting Members
☒ Dominic Barraclough (Provost’s Rep) ☐ James Hibbard (KLIB Rep)
☐ Vacant (Student Rep)
☐ Lisa Merkes-Kress (Recording Secretary)

Quorum - Minimum number of 5 voting members

Guests:

MINUTES

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<tr>
<th>#</th>
<th>Description</th>
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<td>I</td>
<td>Call to Order (T. Carothers)</td>
<td>4:08 p.m.</td>
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| II| Approval of Minutes of September 10, 2014
Avenarius moved to approve the minutes “as corrected,” seconded by Ul-Haq. Minutes approved. |       |
| III| Announcements: Provide opportunities for brief informational reports from non-voting members and committee representatives. |       |
|    |   • Request approved unanimously by consensus. |       |
|    | B. Graduate Programs
Conversations started about being strategic and intentional. |       |
| IV| Unfinished Business
A. Meeting Times and Room
Meetings will be in Ullsvik 1510 at 4:00 for the fall semester. |       |
|    | B. Form B Evaluations – 3 Programs
Mechanical Engineering
The common sentence “retain faculty” needs more clarification, would like to have programs list where they see resources coming from.
Distinguish the difference between weakness and concerns (ABET).
How is the program doing with what they do have? |       |
|    | Microsystems and Nanomaterials
Program will be invited to come to an APC meeting for discussion of the low enrollment.
Concerns were this is a new program and waiting 6 years to review again may not be best course of action. |       |
### Software Engineering
- There were no major concerns for the program, except APC being clear on long-term goals.

### C. Next Meeting Form B Evaluations – 3 Programs
**Purpose:** Ensure the council is prepared to discuss the next three programs (Environmental Engineering, General Engineering, and Industrial Engineering).

### V. Next Meeting, Wednesday, October 8, 2014

### VI. Adjournment 5:01 p.m.

**Actions:**
- Todd C will revise the wording of the three reports based on input from the Council by **October 8**.
- Todd C will send out the next three programs by **September 26**.
- Ray will complete the draft report for Electrical Engineering by **October 8**.
- Jeff will complete the draft report for Engineering Physics by **October 8**.
- Igor will email comments that he sent to Jason to Ray and Jeff.

**Overall Form B Improvements:**
- **Goal Clarification** - We discussed including better instructions to programs regarding goals. We want to encourage SMART goals. We also want to be sure programs realize in their next review, APC will ask if their program met their goals. This will encourage programs to set measurable goals.
- **External Feedback** - We want programs to include responses they have made to the reports of external bodies (accrediting organizations primarily). This will allow APC to reflect on these responses when preparing the recommendation report.
- **Meta Report** - We mentioned the need to develop an overall report from APC that reflects consistent feedback. This year provides an example with the AITC and overall technology concerns expressed.