Minutes

I. Call to Order (L.Riedle)
Co-Chair Riedle called the meeting to order at 4:00 p.m.

II. Approval of Minutes of May 8, 2013 and August 28 (L.Riedle)
Spoto moved to approve the minutes of May 8 as presented, seconded by Carothers. Carothers moved to approve the minutes of August 28 as presented, seconded by Avenarius. Minutes approved.

III. Approval of the Agenda (L.Riedle)
Spoto moved to approve the agenda as “corrected”, seconded by Carothers. Agenda approved.

IV. Announcements (L.Riedle)
Provost announced that Higher Learning Commission is concerned with closing the loop on assessment. Some of the new changes with APC and the changes coming from the student learning outcomes and assessment through Assessment Oversight Committee(AOC) will help in closing the gaps.

V. New Business (L.Riedle)
1. Election of Chair
Spoto nominated Jason Thrun as chair – Jason respectfully declined but will continue with his role on the handbook and review process and will see it through as Co-Chair. Riedle nominated to continue in her position as Co-Chair; Riedle accepted. MOTION: Spoto moved to approve Jason Thrun and Lisa Riedle to continue as Co-Chair’s for the year 2013-2014, seconded by Huebschman. Motion approved.

2. Proposal to change the membership of APC to include representatives from AOC and ASC
With the new review process we should consider including a representative from all four committee’s as part of APC membership. This change would need to be updated in the bylaws and approved by the faculty senate. Currently AOC is not part of the governance structure. AOC would need to be approved by faculty senate to be included as part of the governance structure. In the meantime, APC could still have representation at meetings from AOC if approved by AOC. Barraclough stated he will discuss this with the AOC chair and the bylaw committee then bring back their thoughts for a future discussion. MOTION: Carothers moved to forward a request to faculty senate to include a representative from
AOC and ASC, seconded by Spoto. Motion approved.

VI. Unfinished Business (J.Thrun)

1. Descriptions for the cells in Form A
   Thrun shared a document that indicates what the cells in Form A include. Please proof read and if you see items that need to be changed let Jason know. This is only a “for your information only” document.

2. Reports for Form A
   What will APC do with the information found in Form A? What do we want to measure, and what do we want to see come from these forms? Discussion ensued about waiting until we get the forms returned to APC then discuss what we will do and what we need to measure at that time. The six year review (Form B) looks at the quality of the programs whereas Form A reviews resources over time.

3. Comment Boxes on Form A
   Form A will be prepopulated with as much information as possible; then departments have the chance to agree with the information or insert the data they have. What do we do if there are discrepancies; do we give a space to provide input? Discussion ensued regarding if brief general areas will be provided for comments. There will be general spaces provided for programs to provide comments.

4. UABC’s Role in Form B
   University Academic Budget Commission (UABC) is still in flux on what they are going to ask from programs. Financial Services is requesting information which is due in December and some of this over laps with what UABC would request. A discussion with the Chair of UABC resulted in of March 15 and APC will not include the budget part in form B until we get more information from financial services. The goal is trying to keep departments from doing things twice; next year we will put the budget information in form B. Discussion ensued about how this information is being gathered.

VII. Next Meeting September 25, 2013

VIII. Adjournment
   Co-Chair Riedle adjourned the meeting at 4:57 p.m.

Respectfully Submitted

Lisa Riedle, Co-Chair  Lisa A Merkes-Kress, Recording Secretary