Minutes

I. **Call to Order (L.Riedle)**
   Co-Chair Riedle called the meeting to order at 4:04 p.m.

II. **Approval of Minutes of September 11, 2013 (L.Riedle)**
    Avenarius moved to approve the minutes as presented, seconded by Stanojev. Minutes approved.

III. **Approval of the Agenda (L.Riedle)**
     Agenda approved as presented.

IV. **Announcements (L.Riedle)**

1. **Form A: Training**
   Training dates have been set please see handout for more information.

2. **Form B: Kick-off with Depts**
   Had a meeting with the EMS executive council and Form B is now in process. Discussion ensued about physics and how they will be reported.

3. **Possible Dates for January Retreat: Jan 7, 8, 9, 14, 15 or 16.**
   We will need to have a retreat in January to discuss the outcomes and what we will need to do going forward. General Faculty meeting will be January 15 at 10:00 a.m., thoughts were to have the retreat January 15 from 11:30-4:00 p.m. Please let Chair Riedle know what dates work best for everyone. Our first meeting with the Deans will be the first week of February, there were questions about inviting the Deans to the retreat. There has been a request for administration in the University Academic Budget Commission meeting to present us with how the academic instructional budget is divided.

4. **Meeting Date with Chancellor & Provost**
   Chancellor is scheduled to come to the November 13 APC meeting what would we like to discuss with him? There will be a meeting with the Deans in January late December, what would we like to discuss with them?

**Homework for Next Meeting:** What does APC want to ask the Chancellor?
V. **New Business (L.Riedle)**

1. Health and Human Performance program to request permission to move from "program" to "department" status. (C. McCabe)
   Colleen not in attendance will table until next meeting.

2. **Progress on Form A & B since last APC Meeting (J. Thrun)**
   The EMS executive council had questions regarding part two question two. The question has been edited to read, “the most recent in-depth review”. If there were concerns in the in-depth review you would comment on your annual report. MSNT will be added to this first review; so we will have nine programs to review this time instead of eight. Academic Standards has received new software and is moving forward because of our process.

3. **Form A – What are we going to be doing with the information from the reports? (J. Thrun)**
   Form A will be due November 1, 2013. APC will then put together some reports and review them at the retreat. There was much discussion regarding what is truly needed. Carothers forwarded some thoughts and ideas for what we may need to capture with these reviews. There needs to be a plan so these reports will be easier when it comes time to review them. As is always the case when comparing dissimilar programs, APC must use caution when comparing particular metrics. **Homework for Next Meeting:** What ratios or metrics does APC want to from Form A?

4. **Form B Procedure -What is the procedure for the APC’s review of programs? (J. Thrun)**
   This is an electronic form and will have to be submitted by October 15, 2013. These will be saved in a folder on the shared drive so the committees involved will be able to review from there. To increase visibility and encourage academic programs to buy into the new process, there needs to be lots of communication with everyone, maybe APC should create a communication plan. We will have to have something prepared for the General Faculty meeting on January 15. **Homework for Next Meeting:** What is APC’s process for reviewing Form B? Do we want in-person reviews or do we want to put together questions we want to ask them? What will our role be once we receive the reports back? Chair Riedle will put this on the next agenda for more discussion.

VI. **Unfinished Business (J.Thrun)**

1. **Graduate Council – Acceptance of process.** (L. Riedle)
   Graduate Council is excited about the process, they have created a sub-committee that will conduct the reviews and then report to APC. APC will still be able to question anything that we feel may need more clarification.

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

Academic Planning Council meets the second and fourth Wednesday of the month at 4:00 p.m. in the Computer Conference Room in the Markee Pioneer Student Center. The meetings are open to the public. Please Submit agenda items to Lisa Riedle no later than eight days prior to the next meeting.