Minutes

I. Call to Order
Co-Chair Riedle called the meeting to order at 4:03 p.m.

II. Approval of Minutes of September 25, 2013
Minutes approved as presented.

III. Approval of the Agenda
Agenda approved as presented.

IV. Announcements
1. Reminder of Form A Training Dates (L. Riedle)
   Training will be next week on the 15th and 16th. Please send notice to chairs and departments.

V. New Business (L. Riedle)
1. What is a program - Definition? (D. Barraclough)
   The accuracy of the program list the Higher Learning Commission has used is not accurate and they will be updating. The Eau Claire director of assessment, who is an HLC accreditation visitor, said their definition of a program is “if it is a minor it is a program to be reviewed and if a minor is in a major the major is the program”. Barraclough brought some questions to the table including who has to go through Form A annual process, who do you want to have decision making abilities, and where does Gen Ed fit into this process? There will be a discussion at a future meeting after administration meets with HLC. Barraclough will present to the senior team on Monday at 11:00, please attend if you can.

   Questions/Concerns
   • What is the Deans role in making these decisions?
   • What is the relationship between APC and the administration?
   • Where do the non-SCH generating areas fit in this process?

2. UUCC Gen Ed Discussion (A. Ranney)
   Ranney not in attendance, Chair Riedle will be meeting with him tomorrow and will put this on a future agenda.

3. Report on what's happened over the past two weeks (J. Thrun)
   Form B is due October 15 and currently we received two already. Graduate program
Masters of Science in Education is going through this process now but it will not be in by October 15. Form A is in the process of being loaded into Campus Labs. We will need the department chairs help to break out the budgets and get the numbers correct in the spreadsheet.

4. **Metrics from Form A (J.Thrun)**
   We will discuss this at the next meeting.

5. **Do we want the Chancellor at a meeting in the spring? (L.Riedle)**
   Discussion ensued about what do we want to ask the Chancellor during his visit in the fall?
   - How much should we look at foundation budgets?
   - What constitutes all the expenses for a program?
   - Number/ratio of tenure track positions as it relates to the sky rocketing student enrollment, is there an expectation as to what it should be? If we come up with goals and standards how receptive will administration be to what we are proposing?
   - What factors do you use or feel an institution should use to determine allocation of resources?
   - At what point do you start to reduce resources to a department?

VI. **Unfinished Business (J.Thrun)**
   1. Procedure and APC’s Role for the review of programs/what do we want to see from the data?
      Discussion to take place at next meeting.
   2. Schedule a retreat date – Jan 14, 15 or 16. (L.Riedle)
      Next meeting we will finalize the date of the retreat it will be either January 15 or 16 or both.
   3. Update on Graduate Council Processes. (L.Riedle)
      Will discuss at the next meeting.
   4. Process for reviewing Form A (J.Thrun)
      Thrun handed out a document and will discuss at next meeting.

VII. **Next Meeting Wednesday, October 23, 2013**

VIII. **Adjournment**
   Co-Chair Riedle adjourned the meeting at 5:00 p.m.

Respectfully Submitted

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