September 24, 1998

Members present: Ken Buttry, Robert Calcaterra, Tamer Ceylan, Marie Erdman, Bob Fidrych, Rebecca James, John Krogman, Mittie Nimocks, Sue Price, David Van Buren

John Krogman called the meeting to order at 4:00 p.m.

1. a. David Van Buren volunteered to serve as secretary for this meeting. In the past, responsibility for taking minutes has been rotated among APC members.
   b. John Krogman noted that Vice Chancellor Butts could not attend today's meeting and that she had asked him to convene the meeting.
   c. It was announced that Ken Buttry had been elected as a representative for EMS. Ken is also a member of the Budget Commission (UABC) and will serve as the liaison between APC and UABC. Similarly, John Krogman will serve as the Faculty Senate liaison, and Marie Erdman will represent the library.

2. Introductions

Members of the APC went around the table introducing themselves to one another.

3. Election of Officers

David Van Buren nominated John Krogman for Chair of APC. Mittie Nimocks moved, seconded by Rob Calcaterra, that nominations be closed. The motion passed and John Krogman was elected Chair.

Mittie Nimocks nominated David Van Buren to serve as Vice Chair. Sue Price moved, seconded by Rob Calcaterra, that nominations be closed. The motion passed.

4. Approval of the Minutes of the 4/23/98 Meeting

Tamer Ceylan pointed out Sally Standiford's name had been misspelled in the minutes. Mittie Nimocks moved approval of the minutes with that correction. The motion was seconded by Sue Price. The motion to approve the minutes of the 4/23/98 meeting passed.

5. Schedule of 1998-99 Program Reviews and Appointment of Liaisons

John Krogman explained to new members that it has been the practice of APC to have voting members of the APC (i.e., not ex officio members) serve as liaisons to academic programs and departments undergoing audit and review by the APC. As liaisons, their duties include assisting in coordinating the writing of the self-
study reports to be submitted to APC and surveying the department/program's faculty.

Seven academic programs are scheduled for review this year, with the following people assigned to serve as liaisons:

Accounting - Rob Calceterra  
Sociology/Political Science - David Van Buren  
Computer Science - Sue Price  
Economics - Bob Fidrych  
International Studies - Ken Buttry  
Fine Arts - Ray Spoto  
Social Science Comprehensive Major - Mittie Nimocks  

John Krogman agreed to notify the departments/programs of these assignments. John also distributed copies of the self-study report guidelines which APC has given to departments/programs in previous years as an aid in formulating their self-study reports. It was agreed that APC members should look over the guidelines and be ready to take final action on them at the next meeting, which is scheduled for October 8.

There was a brief discussion of the timetable for audits and reviews. John Krogman will ask the departments/programs what meeting dates they would prefer. It was agreed that the four APC meetings between February 11 and March 25, 1999 should be set aside for audits and reviews.

6. **Future Agenda Items**

Possible agenda items for the year were discussed. John Krogman noted that the large number of new students this year created problems at registration and severely limited the availability of many freshman-level classes. The problem of course array, course availability, and the number of faculty/academic staff positions allocated for freshman-level courses may be an area we should take a look at.

David Van Buren asked if the earlier practice of the Chancellor submitting an annual Chancellor's Plan to the APC for their review and input was to be reinstituted. A formal discussion and review of position allocations and the Chancellor's plans for academic programming the next year were historically an important part of the APC's function.

Other agenda items which we might wish to consider include the new programs proposed in software engineering, horticulture, food industry management, and the new Master's degree programs being developed. One member suggested we look at the four-year graduation guarantee.
Rebecca James pointed out that the UUCC is currently developing a computer-based template to be used for curriculum proposals. She also noted that efforts are underway to develop web-based faculty/course evaluations, primarily for freshman-level courses. The Student Senate is in contact with a company which has developed a format and protocol for conducting faculty/course evaluations via computer.

Ken Buttry moved, seconded by Van Buren, that the meeting be adjourned.

The meeting was adjourned at 4:25 p.m.

Respectfully submitted,

David Van Buren