ACADEMIC PLANNING COUNCIL MINUTES
Meeting of March 2, 2000

Present
Stephanie Branson, Ken Buttry (Chair), Carol Sue Butts, Tamer Ceylan, Mittie Nimocks, Barbara Parsons, Marc Shelstrom, Ray Spoto, Kathleen Tigerman, Judy Wurtzler, Mark Evenson

Visitors
Laura Anderson, Swaminat Balachandran, Jill Clough, Mesut Muslu, Kurt Rolle, Agnes Reis (German Club), Rich Shultz, Bob Warfield

The meeting came to order at 4:07. Tigerman volunteered to take minutes until Shelstrom arrived.

Announcements:
Butts announced that she had gotten the information collected about student credit hours. This information is now in the hands of the Deans. Butts will have the information by 3-15, and the APC will have them for the next meeting on March 23.

Buttry asked that the secretary send him the minutes through e-mail so that he won’t have to scan them in.

To the audit and review schedule on March 23rd, General Engineering is added.

Minutes:
Corrections: Max Anderson should be identified as Chair; Owusu-Ababio as Coordinator of Civil Engineering. Add to page, 2, paragraph 2: Branson asked if writing as a graded component of CEE courses.

Ceylan moved to accept; Branson seconded. Motion carried.

Audit and Review:
(1) Electrical Engineering - Barbara Parsons
Parsons introduced the Electrical Engineering review by saying that the report seems to be complete, having addressed all issues. She said the questionnaire elicited a number of thoughtful comments. The general strengths are the hands-on experience available to students, open labs, close contact with faculty, good cooperation among faculty, small class sizes, and fine esprit de corps among students.

Parsons said the limitations mentioned were that offices were very hot, not enough faculty, the number of courses/credits available, lack of lab space, lack of money, difficulty in attracting women and minorities, lack of consulting opportunities for faculty, and no slack time for teaching-related work. Faculty see a declining math ability and over-reliance on computers by students, watering down of courses in response, insufficient training in written and oral skills in humanities/social science electives, students’ inability to remember earlier training, and their inability to review skills because they don’t own their textbooks. Parsons said the faculty questionnaire revealed a concern that the starting salary of graduates exceeded salaries of assistant and associate professors who are leaving teaching for more lucrative positions outside of academe. This is also a factor in recruiting new faculty.
Parsons reported that the faculty would like to see the following changes: increase office space, have their own personal computers in offices, use the Web in education, emphasize lab work in early courses, update labs, increase the recruiting of better students, require students to own their own computers, require students to purchase textbooks.

The impact of reorganization did not apply to this department.

Dean Schultz’s letter concerning all the Engineering Departments was reviewed.

Muslu highlighted and discussed several points within the self study report. Muslu stressed that the program is strong and of a high quality. He added that, if the program follows the national trend, enrollment will decrease.

Spoto moved to receive the Electrical Engineering report. Parsons seconded it. Discussion followed. Parsons felt that the humanities question J on the exit questionnaire page A-1-1 should be expanded or others questions should be added. Spoto noted that on the data sheet Library Resources should read $3700 not $37,000. The external funding for 1998-1999 was discussed. Ceylan called for the question. Motion approved.

(2) Industrial Engineering - Stephanie Branson
Branson discussed the report, specifically the objectives and how they were met. Objective 3 deals with ethical issues. These issues are addressed in three different engineering courses. Branson suggested that general education courses could also address ethical issues. Assessment was discussed. One assessment is a student portfolio, which can also be used as an interviewing tool.

Branson reported that the majors and courses are stable. Graduates have 100% employment. Branson addressed a concern that the writing skills of transfer students be evaluated. Branson pointed out the 1998 revision to the Industrial Engineering program; all majors must now have an area of emphasis. The addition of a new faculty member will allow for additional technical electives. A concern exists that low salaries will affect the hiring of a new faculty member.

Branson discussed the data sheet. Discussion included why faculty members in the Industrial Engineering Department only teach three courses per semester when other university faculty members teach four.

Faculty concerns included limitations of equipment and the evaluation of administrators.

Kurt Rolle and Jill Clough highlighted various points within the Industrial Engineering self-study report. Dean Schultz’s letter concerning all the engineering departments was reviewed.

Spoto moved to accept the report. Branson seconded the motion. Discussion followed. Dean Schultz explained why the faculty in the Engineering Departments only teach three courses in a semester. The UW system requires all Engineering Departments to be accredited by ABET. For UW-P ABET requires all engineering faculty have time for professional development. To meet this requirement, engineering faculty teach only three courses and use the other quarter time for professional development. Branson indicated that APC should consider adopting the engineering model of 3/4 time teaching and 1/4 time professional development for all university faculty members.

Balachandran addressed the teaching of engineering ethics and asked for help from LAE.
Spoto called for the question. Motion approved.

(3) Foreign Language - Tamer Ceylan
Ceylan presented and discussed Dean Standiford’s letter concerning the foreign language department.

The number one concern in the Foreign Language Department is the addition of a tenure track faculty member to teach German.

The general strengths of the department are experienced faculty and staff, language labs, curriculum, clubs, students, and outreach.

The limitations are the lack of a tenure track German position and limited funds.

The Foreign Language Department would like to see the following changes: add German tenure track position, reinstate a French major, increase staffing for upper level Spanish, add Chinese and Japanese languages.

The reorganization allowed collaboration with the English Department. Spoto responded to the positive aspects of this ability.

The self-study correctly represented the state of the department.

Spoto gave general comments about the Foreign Language Department self-study report.

Tigerman moved to accept the report. Shelstrom seconded the motion. Discussion followed. Spoto expressed concern about the lack of library funding to purchase books from Europe. Butts commented that the librarians throughout the UW system are working together to lobby for more funds.

Shelstrom called for the question. Motion carried.

Other Business:
Parsons asked for information about the engineering initiative with the Fox Valley Technical College. Butts responded that a DIN has been written to fund this project so that finances would not come out of the present UW-P budget. Parsons expressed concern that APC should be involved in this initiative.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Marc R. Shelstrom