Members present: Stephanie Branson (Chair), Linda Bouck (substituting for Marc Shelstrom), Ken Buttry, Carol Sue Butts, Tamer Ceylan, Shane Drefcinski, Mark Evenson, Robert Fidrych, John Mirth (substituting for Lynn Schlager), Barbara Parsons, Matt Sides, Judy Wurtzler

The meeting came to order at 4:04 p.m..

ANNOUNCEMENT
Butts announced that Richard Schumacher’s office is working with the Assistant Deans on a recruitment plan that includes visits to high schools, two-year colleges, and tech schools. Based on the projections available, enrollment is a concern for UWP and increased enrollment is important to us. Evenson recommended visits to Chicago and Milwaukee schools for more diversity at UWP.

APPROVAL OF MINUTES
Parsons moved and Sides seconded to approve the minutes from the 9-27-2000 meeting. Branson commented that we need to distinguish between special and regular APC reviews. The scheduled Fall 2000 reviews for Computer Science, Speech, Communication Technology Management, and Graphic Arts are special reviews. (For Speech, it is regular five-year review as well.) Parsons suggested that the minutes include full names of the attendees. Motion carried.

AUDIT/REVIEW FORM REVISION
As a member of the ad hoc committee that prepared the draft document for the revised APC audit/review guidelines, Parsons presented the document to APC and answered questions. She explained the proposed changes to conform to the UW System guidelines (dated May, 2000). The second line in the document should include the revision date. The current Department/Program Data Sheet needs to be added to the document after making the following two changes: Under “Student Data”, “Average GPA in minors” should read “Average GPA in majors”. The Placement section should clearly ask for data on graduates employed and those who are in graduate school.

The proposed document for Department/Program Self-Study Report Guidelines is longer than the current one. Upon Parsons’ suggestion, the APC chair’s cover letter to the programs will explain that the audit/review form has been revised to reflect the UW System expectations. The UWP programs should not get the impression that APC chose to create a longer form on its own. The following changes to the draft document were agreed upon:
I-A Change “since the inception” to “since the last review”.
IV-D Change “in the initial list of foundation and core courses for the program” to “in the list of foundation and core courses for the program since the last review”.
IV-G Insert a comma after “not applying”.
VII Omit the two question marks after “APC”.

I-B is in addition to the written statement requested from the Deans regarding the reviewed program in the past. The APC coordinator will prepare VII-A and the entire APC will be responsible for VII-B.

Buttry moved and Drefcinski seconded that the document be adopted as modified. Motion carried. Buttry will get the revised document on a disk. Branson stated that we will revisit this issue next time after the revision of the draft document.

APC DUTIES
APC duties and APC’s schedule for 2000-2001 were reviewed.

APC Duty iii After discussion, it was agreed that the format developed by APC last year would be appropriate for the Chancellor’s Plan. Buttry moved and Drefcinski seconded that the APC chair invite the Chancellor to APC’s January meeting for this purpose. Motion carried.

APC Duty ii After discussing how to implement this duty and the related timing issues, Drefcinski moved and Evenson seconded that the APC chair write a letter to the Deans to invite them to provide information on their short- and long-term academic plans in accordance with the APC Duty ii. The dates will be worked out at a later time. Motion carried. Evenson commented that the last sentence under the APC Duty ii is important, too.

OTHER
Branson asked about faculty released time at UWP and if a change is anticipated in workload policies to allow research time in all three colleges. Butts responded that what is being done on other campuses is being researched. Evenson asked about the recent developments regarding the position for the German program. Butts responded that the recent numbers are more favorable and that no determination has been made.

The meeting was adjourned at 5:14 p.m.

Respectfully submitted,
Tamer Ceylan