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

The meeting came to order at 4:00 p.m.

ANNOUNCEMENTS
- Stephanie Branson distributed and briefly discussed a form letter to be sent to department chairs as each department is scheduled for review.
- The Chancellor is tentatively scheduled to attend the January 24 meeting of the APC to address the issue of the chancellor’s plan.
- Noted that Abulkhair Masoom from General Engineering is in charge of assessment oversight for APC.
- Noted that difficulty exists in trying to find an academic staff representative for APC.
- Ken Buttry commented that Engineering has just completed its accreditation visit from ABET with apparently favorable results.

APPROVAL OF MINUTES
Tamer Ceylan noted that slight differences may exist between the Oct. 11 minutes and the final wording adopted for the program review guidelines. The minutes did not change the meaning, but the proper wording is that given in the guidelines.
Parsons moved and Drefcinski seconded to approve the minutes

REVIEW OF COMPUTER SCIENCE
Duane Ford (Dean, BILSA), Gill Mohan (Chair – Computer Science and Communication Technologies), and Joe Clifton were present to discuss the special review of the proposal to separate the Computer Science and Communication Technology programs. A discussion ensued to clarify various points of the written review. It was noted that under the previous reorganization of the college (1994?) that the APC recommended these programs be separate, but an action of the chancellor’s office resulted in a combined program.
Parsons moved and Fidrych seconded that the APC recommend Computer Science and Communication Technology be separated.
Ken Buttry moved and Tamer Ceylan seconded to table the vote on separation until after the review of the Communication Technology program. The vote was unanimous to table the vote on separation until after review of Communication Technology.

REVIEW OF APC SELF STUDY PROCEDURE
The following changes (new words in italics) in wording were recommended for the APC Self-Study Procedure:

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<th>Revised Wording</th>
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3. The APC coordinator gives the department chair the self-study guidelines with a deadline for completion.
4. The APC coordinator receives the completed self-study, reviews it, and drafts a summary of the self-study based on guideline VII (a) for the APC.
5. The APC coordinator sends individual faculty and continuing academic instructional staff questionnaires to the department faculty with a deadline for completion. The individual questionnaires should be returned to the coordinator.
6. The APC coordinator collects the input from the faculty, continuing academic instructional staff, and dean and reviews it.
7. If the APC coordinator deems it necessary, the coordinator may visit any faculty or continuing academic instructional staff member individually or the department as a whole.
8. The APC coordinator reports to the full APC concerning the audit review.
9. The APC will respond to the department/program reports and make preliminary recommendation(s) on the date of review. Final recommendation(s) will be made before the end of the academic year. Furthermore, the APC will forward the self-study reports with recommendation(s) of the APC to the Vice Chancellor. The APC in consultation with the department might request an external reviewer for a department/program at this time if appropriate.

Parsons moved, Buttry seconded to accept the procedures as amended. Motion was unanimously approved.

OTHER
Stephanie Branson noted that the next meeting of the APC will include a special and ordinary review of the Speech program. Branson is serving as APC coordinator for the review.

Buttry moved and Parsons seconded to adjourn the meeting.

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

Respectfully submitted,

John Mirth