Members present: Carol Sue Butts, Brian Peckham, Donna Perkins, Jean Scheppers, Jennifer Snoek-Brown, Jason Thrun, Amanda Trewin, Sheryl Wills

Guest: Dawn Drake

I. The meeting was called to order by the chair at 4:05 p.m.

II. Discussion of study guide-Does it adequately address the online components of programs being reviewed?

a. Currently curriculum/program reviews of on-line component are same as traditional on-campus programs. For the most part, committee thought this is appropriate.

b. Special concerns related to evaluation of on-line component.
   i. Interdisciplinary on-line programs are not housed in single department so that some programs may inadvertently be missed in the review cycle.
   ii. On-line programs/courses tend to utilize more staff (rather than faculty). Study guide only asks for a summary of faculty activities/honors related to teaching and professional development. It is thought that staff make significant contributions and that the form should be modified for both on-line and on-campus components.
   iii. On-line programs are not only programs that need to be considered. Other programs that need to be included in review cycle are off-campus programs (Fox Valley, Rock County), study abroad programs, foreign language experience and print-based programs. Needs to be clear in study guide that the programs that house these opportunities should include them in their self study.
   iv. On-line programs do not provide activities for students outside of their coursework because the students are not physically on campus. On-line programs therefore should not address Section IV, subsection C of the study guide.
   v. Administrative structures and learning services/support services available to students are not adequately addressed in the study guide for on-line programs in part because we are aware of these structures for on-campus students and these structures are not typically program-specific. Should be added to study guide so that this area can be addressed for off-campus programs. Could be added to section V, subsection A.
   vi. On-line programs are expected to increase by 2000 students in next 5-7 years. Planning very important.
      1. Cost-recovery operation.
2. Cost per student on-line cheaper due to no cost related to building needs.
3. Cost per student on-line higher with regard to administrative costs.

c. Committee decided that study guide should be slightly modified to address concerns such that one form can be used for all programs. This should be done during spring 2006 to be incorporated for use in fall 2006

III. Announcements:

a. UW System concerned about inappropriate activities among its 33,000 employees due to heavy press concerning bad-behaviors among 6 of those employees. Personnel policies/files are being scrutinized. Personnel policies may be modified. One new policy states that any employee absent for more than five consecutive days due to an illness will need a doctor’s excuse in order to return to work.

b. Steve Kleisath not able to serve on APC as an “at large” member because he is a faculty senate officer and faculty senate officers are not eligible. Referred back to election results and found that there was a three-way tie among the next most popular candidates. Decided that those names will be put in a hat and one name will be drawn to determine who will fill the open position.

c. Art will be evaluated on March 22, 2006.

IV. Motion to approve 9/28/05 minutes with indicated modification by Donna, seconded by Sheryl. Passed.

a. Requested modification added to section V: “APC requested that the chair provide an updated enrollment history with current class names and numbers.”

V. Meeting adjourned 4:45 p.m.

Respectfully submitted,

Amanda Trewin