Minutes of the Academic Planning Council Meeting  
Wednesday, February 28, 2007

Members present: Laura Anderson, Carol Sue Butts, Christina Curras, Tim Deis, Donna Perkins, Jennifer Snoek-Brown, Jason Thrun, Amanda Trewin, Sheryl Wills (chair), Phil Young 

Guest present: Kurt Rolle

I. Chair Wills called the meeting to order at 4:00 p.m.

II. The minutes of the February 14th, 2007 meeting were approved as distributed.

III. Announcements

- Provost Butts asked everyone to remind their colleagues to fill out their sick leave forms. The legislature is reviewing the sick-leave system. UWP was audited as part of this review, and it was discovered that many people were not reporting their sick leave. The legislature is considering changing the policy.

IV. Old Business

A. The APC review for the Electrical Engineering program was discussed. Laura Anderson moved to approve the review. Jason Thrun seconded the motion. The motion was approved.

B. The APC review for the Industrial Engineering program was discussed. The last sentence was changed to “require” instead of “recommend” a three year visit to update the APC on student enrollment. The rest of the review was not changed. Jason Thrun moved to approve the review as modified. Tim Deis seconded the motion. The motion was approved.

V. New Business

Mechanical Engineering Program Review:
Kurt Rolle reviewed the Mechanical Engineering program for the committee. Key points included:

- The Fox Valley initiative. After this semester the program will have 20 alumni. Students on co-op in the Fox Valley have taken advantage of the program by taking classes while they are on co-op.
• The ME program is a very large program here at UWP. Student numbers are going up. The program has just raised the Core GPA to attempt to keep the number of students in the program manageable.
• ABET did not have any issues with the program, including the Fox Valley initiative.

The results of the faculty questionnaire were discussed.
• Some faculty questions how Fox Valley was expanding with seemingly little faculty input.
• The faculty members were concerned with the increase in enrollment and corresponding increases in class size.

Questions that were brought up on the program:
• How are the faculty in the program distributed? – 11 faculty (10.5 with chair release) are at UWP. The Fox Valley has two full faculty members plus adjuncts. The ME program at UWP is getting one additional position for the fall.
• Is it possible that the ME program assistant also serve the IE program? – Kurt has already re-written the job description to accomplish this.
• The way co-ops are managed was clarified. Students register for credits during the semester they are gone in order to stay eligible for financial aid and health insurance. Co-op credits are not required for graduation.

Suggestions for APC program summary
• The program should keep a close eye on enrollment.
• The Fox Valley program needs to be monitored carefully as it grows.
• The ME program should be commended for their good assessment plan.

Amanda Trewin moved that the program be continued.
Phil Young seconded the motion.
The motion was approved.

VI. Other
None

VII. Meeting was adjourned at 5:03 p.m.

Respectfully submitted by
Christina Curras