Minutes of the Academic Planning Council Meeting
Wednesday, September 9, 2009
1510 Ullsvik Hall

Members present: Laura Anderson, Duane Ford, Bernie Harris, Mark Meyers, Adam Stanley, John Tembei, Jason Thrun

Provost Ford called the meeting to order at 4:00 p.m.

1. **Introductions/Secretary**

   The duties of secretary will rotate in alphabetical order among the council members. Laura Anderson was therefore designated as the secretary for the meeting.

2. **Purpose & Duties**

   Provost Ford distributed copies of the purpose and duties of the APC.

3. **Membership**

   Provost Ford distributed a list of the current council members.

4. **2009/2010 Meeting Dates and Assignments**

   Provost Ford distributed copies of the meeting dates and assignments. John Tembei advised the council that he would not be the program contact for Animal Science and that his name should be removed from the list. It was determined that Mike Mee would be the program contact for Animal Science. Three APC coordinator assignments for 2009-2010 were not filled last spring. These three assignments were given to Laura Anderson (English program review), John Tembei (Business Administration program review), and Colleen McCabe (Criminal Justice/MS program review).

5. **APC Self-Study Report Procedure**

   Provost Ford distributed copies of the reporting procedures. It was noted that steps one and two were completed last spring. It was further noted that the new APC chair (as yet to be elected) would need to notify the English, Business Administration and Criminal Justice programs of the new APC coordinator assignments (see agenda item #4).

6. **Guidelines for Program Self Study**

   Provost Ford distributed copies of the guidelines. He also stated that this year all department chairs will be asked to draft a plan that addresses the “human diversity” theme of the 2009-10 Strategic Plan. Next year will be the implementation phase of these plans. Provost Ford will be asking the APC to consider whether or not the inclusion of this theme will necessitate any changes in the review process.
7. **Program Data Sheet**

    Provost Ford distributed a blank sample copy of the program data sheet.

8. **Selection of Chair**

    Bernie Harris nominated Mark Meyers as chair for 2009-10, and Mark accepted the nomination. The nomination was approved by general consensus.

9. **Strategic Plan Theme Objectives for 2009-2010 – Review and streamline all sub-majors...**

    Provost Ford distributed some data that Mark Mailloux had compiled on the number of majors, minors, and emphases awarded by UWP between May 2000 and May 2009. Provost Ford indicated that he will be asking the APC to consider what role it should have in the university discussion of allocation of program resources. This discussion will be linked to the 2009-2010 Strategic Plan objective of reviewing and streamlining all sub-majors. Provost Ford stated that he will also ask the college deans to work with the department chairs on this issue. This Strategic Plan theme will be placed on a later agenda.

10. **Other**

    Chair Meyers volunteered to serve as the liaison from the University Undergraduate Curriculum Commission. Chair Meyers will contact the appropriate individuals for the names of the other representatives to the APC.

11. **Next Meeting:**
    Wednesday, September 23, 2009
    4:00-5:00 p.m. – 1510 Ullsvik Hall

    The meeting was adjourned at 4:45 p.m.

Minutes submitted by:
Laura Anderson
Recording Secretary for September 9, 2009