Academic Planning Council
Meeting Minutes
Wednesday, September 22, 2010
4:00 p.m. – 2510 Ullsvik Hall

Present: Chuck Cornett, Dawn Drake, Kris Mahoney, Abulkhair Masoom, Adam Stanley, John Tembei, Jason Thrun, Kay Young, and Provost Mittie Nimocks.

Provost Nimocks called the meeting to order at 4:10 p.m. Following the introductions Abulkhair volunteered to take the minutes of the meeting. Chuck Cornett was unanimously elected as the chair.

Membership:
The Council will need a replacement for Laura Anderson (LAE) – Adam Stanley reported that the college of LAE is in the process of electing one. Provost Nimocks has already contacted the Student Senate asking it to name a representative to the council. John Tambei will serve as the representative from the UUCC, Kay Young from the Library, and Chuck Cornett from the Faculty Senate. We will need non-voting members to represent AITC and Budget Commission.

2010-11 Meeting Dates and Assignments:
After some discussions the following coordinators were added to the list:
  October 13, 2010 University Funding/Position Control, Rob Cramer/Cathy Riedl-Farrey
  December 8, 2010 International Studies, Abulkhair Masoom
  January 26, 2011 Political science, Chuck Cornett
  March 23, 2011 Accounting, Dawn Drake
  April 27, 2011, Counselor education (MS), Kris Mahoney

Self-Study Report Procedure:
Dawn Drake will forward the minutes of the last meeting at which some decisions were made with regard to the procedure. The Council agreed that APC coordinators should communicate with the program contacts and provide guidance on the expectations at the review meetings. Provost Nimocks suggested that perhaps the APC should start thinking about ways to address issues such as cutting courses with low enrollments in minors to increase efficiency. (e.g., minors with less than 30 students in it). She noted that under the current and expected future budget situation it may be a prudent thing to do. Programs and departments may be asked to provide data on this. Some suggested that a document be formulated to look at $ cost/major and $ cost/minor, etc. Jason Thrun reminded the council to focus on the guidelines rather than mixing up the two separate issues of program review and cost effectiveness. John Tambei pointed out that the programs reporting were simply following each other and focusing on ‘quantity’, i.e., number of pages, slides, etc. instead of being concise and specific. Adam Stanley agreed and suggested streamlining the procedure. Following further discussions Adam Stanley moved to replace #9 on page 2 of the APC Self-Study Report Procedure by the following text - “The program chair or contact attends the APC meeting at which the program review takes place in order to answer any questions the council may have about the self-study report.” The motion was
seconded by Dawn Drake, and approved unanimously. Chuck Cornett will notify the Faculty Senate of this change.

**Guidelines for Program Self-Study:**
No changes were made.

**Program Data Sheet:**
No changes were made. Liz will provide the sheet. The council agreed that the consistency in data collection should be addressed.

**Others:**
Dawn Drake asked the council to schedule the 1st reading of implementation plan for the three on-line MS programs at the January 26, 2011 meeting. Provost Nimocks commented that the academic programs at the University are in good shape and poised to handle the expected cut in resources, although some tough choices will have to be made.

**Next Meeting:**
Wednesday, October 13, 2010
4:00-5:00 p.m., 1510 Ullsvik Hall

Meeting adjourned at 5:10 p.m.
Respectfully submitted: Abulkhair Masoom