MINUTES

I. **Call to Order**

   Chair Riedle called the meeting to order at 4:04 p.m.

II. **Approval of Minutes of April 24, 2013**

   Zauche moved to approve the minutes “as corrected”, seconded by Carothers.
   Minutes approved.

III. **Approval of the Agenda**

   Agenda approved as presented.

IV. **Announcements (L. Riedle)**

   No announcements at this time.

V. **New Business**

   No new business at this time.

VI. **Unfinished Business (J. Thurn)**

   1. **Program Review Process**
      
      a. **Program Rotation**

      No changes since the last meeting but may need a couple updates which can be completed in September. Discussion about creating a general education committee, this group would only review the general education courses and report to the University Undergraduate Curriculum Commission (UUCC). **Motion: Avenarius** moved to request faculty senate to look at forming a committee to review the holistic side of general education on an ongoing basis, seconded by Carothers. Motion approved.
b. **Graduate Programs** – Grad Council May 9
Susan Hansen and Lisa Reidle will be attending this meeting on May 9. Discussion ensued about who is responsible for reviewing graduate programs.

If Academic Planning Council (APC) will be reviewing
1. What will be the rotation?
2. How will they report?
3. How will they be reviewed?
4. Will the masters programs be included?
5. Whom are we trying to help by doing this review?

There were some concerns about Dr. Van Buren leaving and its impact on this process. **Motion:** Zauche moved to work with graduate council and they to do an in depth review of the masters programs then send reviews unto Academic Planning Council. Seconded by Avenarius. Motion approved.

2. **Items for a small team this summer**
   a. **Written directions for process**
      Campus labs will do a trial with form A Jason created to see how the system would work. This summer APC will meet for more discussion on the process, anyone willing to help would be appreciated; Avenarius, Zauche, and Masoom volunteered to attend these meetings.

3. **For Fall**
   a. Items from: AOC, AITC, UABC, and ASC
      Time did not allow will add this topic to the next agenda.

**VII. Adjournment**

Chair Riedle adjourned meeting at 5:07 p.m.

Respectfully submitted,

Lisa Merkes-Kress, Recording Secretary

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Academic Planning Council meets the second and fourth Tuesday of the month at 4:00 p.m. in the Bears Den conference room in the Markee Pioneer Student Center. The meetings are open to the public. Please Submit agenda items to Lisa Riedle riedle@uwplatt.edu no later than eight days prior to the next meeting.
### ACTION ITEMS

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>ACTION</th>
<th>DUE</th>
<th>DONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review forms</td>
<td>All</td>
<td>Complete draft to present to faculty senate</td>
<td>April 23, 2013</td>
<td>☒</td>
</tr>
<tr>
<td>Meeting April 17</td>
<td>Lisa Riedle</td>
<td>Reserve a room for this meeting</td>
<td>ASAP</td>
<td>☐</td>
</tr>
<tr>
<td>Graduate Council</td>
<td>All</td>
<td>What will their responsibility be</td>
<td>May 8, 2013</td>
<td>☐</td>
</tr>
<tr>
<td>Meetings this summer about the review process.</td>
<td>Volunteers</td>
<td>Discuss more about the process, the forms, etc...</td>
<td>September 2013</td>
<td>☐</td>
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**Summary of questions and concerns regarding Graduate Programs**

1. What will be the rotation?
2. How will they report?
3. How will they be reviewed?
4. Will the masters programs be included?
5. Whom are we trying to help by doing this review?
6. Should masters programs be reviewed by APC or graduate council, should APC review the library, communications and sociology, and non-instructional courses?
7. Should masters programs go through all the other committees?
8. Should library have a customized review if we review?
9. Is competency & general education falling through the cracks?
10. Should UUCC be charged with general education reviews?
11. Are general education courses accomplishing their goals?
12. Should general education courses be reviewed after HLC?
13. Should another committee be created just for general education reviews?

**Motion:** Zauche moved that any instructional course offered for credit needs to go through short term and long-term review, seconded by Spoto. Motion approved

There were concerns about Dr. Van Buren leaving and its impact on this process.

**Motion:** Zauche moved to work with graduate council and they to do an in depth review and send reviews unto Academic Planning Council. Seconded by Avenauris. Motion approved.