Minutes of the Academic Planning Council Meeting  
Oct. 11, 2006

Members present: Carol Sue Butts, Amanda Trewin, Jason Thrun, Tim Deis, Osama Jadaan, Christina Curras, Laura Anderson, Jennifer Snoek-Brown, Donna Perkins, Sheryl Wills

Guests present: David Van Buren, Tom Caywood, Dan Fairchild, Joanne Wilson, B. J. Reed, Dick Klawiter, Mike Compton, Bill Haskins

I. Call Meeting to Order
• The meeting was called to order at 4 p.m.

II. Minutes (the following refer to the “Concerns Raised” section in the Sept. 27, 2006 minutes)
• Donna Perkins suggested adding the phrase “to teach in the project management program” to the end of the second bullet. All present agreed.
• There was discussion over the procedures of Robert’s Rules of Order concerning minutes, in order to reflect the most accurate program review discussions and APC recommendations. All agreed that from now on that minutes will identify concerns reached by consensus and specific comments/concerns by the speaker who made them.
• Christina Curras moved to strike the third bullet, as it did not reflect a consensus. Donna Perkins seconded, and the motion passed.
• Concerning the fourth bullet, Donna Perkins moved to add the sentence “The instructors must be evaluated through the UWP RST process or the process established by the Graduate Council” after the first sentence and strike the rest of the paragraph. Jason Thrun seconded, and the motion passed.
• In order to clarify the first bullet, Christina Curras moved to add the phrase “(steering committee structure vs. department structure)” after “The administrative structure.” Donna Perkins seconded, and the motion passed.

III. Announcements
• Sheryl Wills welcomed Osama Jadaan to the APC.
• Sheryl Wills announced that Dean Richard Shultz has written all of the dean’s letters for the upcoming APC reviews, so APC coordinators for engineering programs don’t need to ask for that.

IV. Old Business
• Osama Jadaan agreed to be the coordinator for the Software Engineering review, set for April 11.

V. New Business
a. Sheryl Wills announced that Civil Engineering has asked for its APC review to be moved to March 28, because of its upcoming ABET review. Christina Curras moved to approve the date, Jennifer Snoek-Brown seconded, and the motion passed.
b. Sheryl Wills reminded everyone that she sent the UW System Academic Planning and Program Review documents to members, in order to be clear about our review process.

c. Dan Fairchild presented his request to rename the Department of Fine Arts to the Department of Performing and Visual Arts.
   • Carol Sue Butts raised a concern that Dean Mittie Nimocks needs to submit an official letter of support for the record.
   • Osama Jadaan moved to approve the name change, effective immediately, on the condition that Dean Nimocks’ letter of support be submitted. Laura Anderson seconded, and the motion passed.

d. Tom Caywood presented his proposal for a new minor (forensic investigation) and three emphases (law enforcement, corrections, and forensic investigation) to be added to the Criminal Justice program. Tom explained that the minor is designed for non-Criminal Justice students and the emphases are for CJ majors. This was a first reading, and the proposal will now move on to Budget and the UUCC.

e. For the program’s first APC review, Mike Compton presented the Ornamental Horticulture self-study report. Mike emphasized the program’s history, student learning outcomes, facilities, resources, assessment procedures, and its increased enrollment. Mike concluded the presentation with the strengths, needs, and future of the program.

Strengths
   • The program has good facilities and dedicated faculty.
   • The program’s curricular strategies promote learning and provide close contact with the industry.
   • Students have opportunities to participate in service learning activities and projects.
   • The program is poised for growth, both in industry and student enrollment.

Needs
   • The program’s growth has created a strain on the faculty’s resources and teaching loads. The program has had a hard time hiring qualified adjuncts and would like to hire a FTE Crop Scientist, as well as a new greenhouse manager.
   • The program has an adequate budget, but most of it is tied into the greenhouse. Because of this, funds are needed for new equipment and supplies.

Future
   • The landscaping area has the most potential for growth.
   • With the prospect of adding another FTE professor, the program would like to create separate plant ID courses and other possible courses, including landscape construction, advanced landscape design, plant propagation, and nursery management.

Discussion
   • After the presentation, the members of the APC asked questions about the program and discussed the self-study.
• The members thanked Mike for an excellent presentation and report.
• Mike revealed that because of the staffing shortage, the program has already cut back on courses with a crop science merger. They may also be forced to become more entrepreneurial with charging the community for greenhouse use.

Recommendation
• As outlined in the UW System Academic Planning and Program Review document, Christina Curras moved to recommend that the Ornamental Horticulture program be a) expanded or augmented with additional resources—specifically, to recommend the addition of an FTE faculty position. Laura Anderson seconded, and the motion passed.

VI. Adjournment
• The meeting adjourned at 6:00 p.m.

Respectfully submitted by Jennifer Snoek-Brown