Minutes of the Academic Planning Council Meeting  
Wednesday, 24 October 2007

Members Present:  Vice Chancellor Carol Sue Butts, Christina Curras, Bernie Harris, Fahmida Masoom, Mark Meyers, Brian Peckham, Amanda Trewin (chair), Sheryl Wills

1. Chair Amanda Trewin called the meeting to order at 4:05 P.M.

2. Curras moved, Myers seconded to approve the minutes of the 10 October 2007 meeting. Motion passed unanimously.

3. Chair Trewin circulated her APC Review of Mathematics Program that is to be submitted to Sheryl Wills, Chair of Mathematics. The memorandum recommends that, “...the Mathematics Program be continued and augmented with additional resources. We recommend the addition of a 50% administrator in the form of an assistant chair be added by Fall 2008.” Curras moved, Peckham seconded to approve the summary. Motion passed unanimously.

4. Chair Trewin introduced the council’s discussion of reviewing the “Guidelines for Program Self-Study Review.”

   First mention for revision was to correct the spelling of “Guidelines” and changing the date.

   Wills followed with a suggested revision of part VII, section C of the UWP document. The current UWP “Guidelines” offers three recommendations for action upon completion of a program review, i.e., 1) continuance of the program; 2) discontinuance of the program; or 3) revision of the program.

   Wills presented a copy of what the UW System guidelines identifies. They are: a) expanded or augmented with additional resources, b) continued in its present form and at its current resource level, c) changed in form or direction, d) strengthened and reviewed earlier than the regular review cycle, e) consolidated with other programs, or f) phased out.

   The APC agreed that our document should be changed to reflect above six courses of action.

5. Provost Butts circulated copies of “Assessment Review Questions” that are outlined by The Higher Learning Commission and stated that our document should contain these three questions. She felt the inclusion of these would close the loop.
After much discussion, the APC realized that—even though the wording may be a bit different—the same assessment areas are represented in our current document. Masoom suggested that our document remain as is. The APC agreed.

6. Chair Trewin expressed a concern in how faculty load is reported on the “Program Data Sheet.” She feels that lab hours are not fairly reflected, and that the APC should allow for the additional hours spent in lab sessions. Provost Butts assured the APC that the issue is taken into consideration, and that there is no feasible way that those hours could be included. Consequently, faculty load will continue to be reported as in the past.

7. The next order of business was discussing the revisions to the “APC Self-Study Report Procedure.” (A copy of the original and the revised version is attached to the minutes.) However, during the revisions discussion, there was a request voiced by the APC that enrollment reports be distributed earlier so that the program under review could complete the self-study in a timelier manner. It was agreed that a request should be made to the Chancellor.

8. A final point of discussion centered on the follow through of reviewed programs. Peckham expressed a feeling that the APC is—perhaps—“spinning wheels,” and not realizing much influence over programs who have been through the review process. In other words, when the APC has concerns about a program under review, there isn’t any accountability on the part of the reviewed program.

The APC agreed that during subsequent reviews that the program under review must provide verification that the problem areas identified under the previous process have been rectified. There may also be a request by the APC that the program—whose problem areas were identified—supply evidence that changes have been made before the program’s next scheduled review.

9. Meeting Adjourned at 5:27 P.M.