Academic Planning Council Meeting Minutes
January 23, 2013
Room 1510 Ullsvik

Attending: Dan Avenarius (Academic Staff), Susan Hansen (Business and Accounting and UABC), Abulkhair Masoom (EMS), Jason Thrun (EMS), Laura Anderson (Faculty Senate), Lisa Landgraf (AITC), Mark Meyers (UUCC), Regina Pauly (Library), Mark Evenson (LAE), Ray Spoto (LAE), Lisa Riedle (EMS), Tim Zauche (EMS), Dominic Barraclough (Assessment), Chris Schulenburg (LAE), Melissa Gormley (LAE).

The meeting was called to order at 4:00 p.m.

1. Dan Avenarius volunteered to take minutes.

2. Approve Minutes: Tim Zauche moved, Jason Thrun seconded - minutes from December 12, 2012 meeting were approved as presented.

3. Old Business:
   a. Latin American Studies – 2nd Reading. This proposal has been reviewed by various other campus groups without objections so it is coming back to the APC now for final review. A question about how international students that may come to our campus to study was asked, and Melissa Gormley replied that they do not feel this would have any impact on this proposal. A question was asked about any impact on teaching load of department staff related to this proposal, and Gormley replied the courses associated with this minor would become part of the teaching load for the faculty members involved. There would be no current courses dropped or not offered to accommodate this minor. Gormley also mentioned they are considering offering two semesters of Portuguese in response to the Chancellor’s Science without Borders initiative. After discussion ended, Mark Evenson moved, and Ray Spoto seconded to approve the proposal, motion carried.

4. New business:
   a. Comments from Academic Dean Meeting (01/14/13): several representatives met with the deans to brief them on our proposal for the annual and long-term reports. The deans were in support of the proposal, but did want to ensure they were given the opportunity for input into the reports. They also wanted to know if they would be expected to complete a document, form, or how they would provide their input, and our response was those details have yet to be determined. The deans appreciated the proposed schedule, especially the involvement and prior review from the other campus groups that were suggested by the APC as being part of this process. The proposed schedule was then reviewed, several suggestions for specific meetings, months, and the purpose of those meetings were shared by the group, and Lisa Riedle made changes to the document that is filed on the shared drive under “retreat”.
   b. Additional work on details for Annual and Long-term reports: the entire group remained together to discuss additional issues or concerns with the proposal. Lisa Landgraf felt it was important for the APC to identify the specific types of
recommendations we would be making as a result of reviewing these reports. Laura Anderson mentioned that in the past, the campus has had a difficult time tracking changes that have been made, but the hiring of a person to work in the governance office, and bring some accountability and recording accountability to the changes that are made from year to year should be beneficial. Ray Spoto stated he felt the annual reports should address budget issues, while the long-term reports should identify faculty/classroom needs. Concerns were also raised about the increase enrollment of students through the TSI, and full time faculty not being hired as a result of that enrollment increase. Lisa Landgraf questioned if reviewing 12 departmental reports within a 4-week time period was practical, and the consensus from the council was additional members of the APC made need to be approved through a change in the bylaws so that subcommittees can possibly be created to review the amount of anticipated program reports. Dominic Barraclough felt the deans need to have input in the long-term reports as well, and Abulkhair Masoom replied that they should have the option of providing input into the annual reports, or approving them as presented. Tim Zauche feels one of the goals of the long-term report should be to identify which academic programs are thriving, which ones are not, which ones should receive additional funding, and again which ones should not. Lisa Landgraf asked if the departments are going to have the chance for rebuttal once the APC has completed the review of their program. It was the consensus of the council they should. The discussion then turned back to the ability of the APC to adequately review the number of scheduled programs during a single academic term. It was mentioned again that perhaps the meetings need to last 2 hours in length every two weeks as opposed to the current one hour meetings. Jason Thrun also mentioned that we need to schedule one of the fall meetings as an Orientation Meeting for new council members.

c. Faculty Senate Visit: Lisa Riedle asked if the document previously prepared by Jason Thrun was adequate for presentation to the Faculty Senate on 02/12/13. Several slight changes in verbiage, in addition to adding that the final details for the annual and long-term reports are still being decided, were added with a notification that a possible future request to change the bylaws to increase the membership on the APC may also be forthcoming.

d. Other: decision to meet on Wednesday, January 30, as this is a free day was made; Lisa Riedle will check room availability and if available, send out the notice.

5. Future meeting dates (Bears Den Conference Room)

**Second Semester**
January 30, 2013
February 13
February 27
March 13
April 10
April 24
May 8

6. Meeting adjourned at 4:56 p.m.
Respectfully submitted
Dan Avenarius
Academic Staff Representative