APPROVED

ACADEMIC PLANNING COUNCIL
Minutes of August 23, 2010
3 p.m., Holmes Student Center – 505

Present: Alden, Baumgartner, Cassidy, Dawson, Falkoff, Freeman, Gordon, Gorman, Jung, Koren, Marcellus, Matuszewich, Mini, Novak, Otieno, Prawitz, Seaver

Guests: Donna Askins, Research Associate, Office of the Provost; Dave Changnon, Acting Associate Vice Provost, Office of the Provost; Carolinda Douglass, Director, Office of Assessment Services

The meeting was called to order at 3:05 p.m. There was an introduction of each member of the council, and Alden welcomed the members for the 2010-2011 academic year.

It was moved and seconded to approve the minutes of April 26, 2010, and the motion passed unanimously.

Nominations were sought for assistant chair of the APC. The assistant chair conducts the APC meetings in the absence of the provost and serves as the APC liaison to the University Council. Aimee Prawitz volunteered to serve as assistant chair. By acclimation, the council agreed that Prawitz would serve as assistant chair.

In past years there have been three subcommittees; due to the number of programs being reviewed this year, there are two subcommittees. The subcommittee chairs are David Gorman and Marc Falkoff. The subcommittee chairs were thanked for agreeing to serve in this important role.

The next item on the agenda is to elect an agenda committee. The constitution and bylaws specify that major university committees have an agenda committee, which allows faculty to contribute to setting the agendas. The common practice in past years has been that the provost, vice provost for academic planning and development, the APC subcommittee chairs, and the APC assistant chair have served as the agenda committee. This is not mandated; it has just been a practice, and we would welcome other suggestions. Since there are only two subcommittee chairs this year, the council could elect a member at large to serve on the agenda committee, or the council could come up with another way to elect the agenda committee. The major task for this committee is to create an agenda for the spring semester. All council members have the opportunity to give suggestions for items to be addressed by the council, particularly for the spring semester. The APC voted to continue its past practice for 2010-2011. The agenda committee will meet in January to set the agenda for the spring semester. Typically, there are two to four meetings in the spring.

Normally the fall schedule is taken up by the program reviews and the review of the interim reports due to the Illinois Board of Higher Education (IBHE), but this fall there are no interim reports due to the IBHE. In the spring, the APC meets to discuss the budget, retention, recruitment, follow-up reports recommended during the previous program review cycle, etc. This year the program review schedule is a little lighter because one department had a leadership transition and asked to have their programs review next year (2011-2012).
The notebook distributed to the council members was reviewed. The first section of the notebook contains information about the committee and the council’s schedule. The first document spells out the APC duties. This section also includes the schedule of planned meetings for the fall, and council members were asked to hold all Mondays between 3-5 p.m. in case additional meetings need to be scheduled.

The background information section of the notebook contains reference materials that should be particularly helpful to new subcommittee members, and this information should be reviewed prior to reading the program review documents. This section contains information about the program review process for APC subcommittees, NIU’s mission and scope statement, the executive summary from the Illinois Public Agenda, the program review schedule, and the APC and University Assessment Panel reports to the University Council.

The guidelines section contains the program review calendar and review formats. The format should be referred to as you read the reviews. The program review format contains a departmental section where the departments report on resources, faculty, and contributions to the university mission and the Illinois Public Agenda. The center review format is also in this section of the notebook; it is an abbreviated format in comparison to the program review format.

The data section contains data from the Office of Institutional Research for all programs in the university. You also have data in your packets assigned to your subcommittee, and the subcommittee chairs have additional data that can be referenced by subcommittee members.

Times are provided during regular APC slots so the subcommittees can meet with the department and college representatives to discuss the reviews.

After this meeting, David Gorman, chair of subcommittee A, would like to meet with his subcommittee. Please stay for a few minutes after the meeting adjourns.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Carolyn Cradduck

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