**ACADEMIC PLANNING COUNCIL**

**March 24, 2025**

**3:00-4:00 p.m., Altgeld Hall Room 125**

**APPROVED Minutes**

**Present**: Meredith Ayers, Cynthia Campbell, Laurie Elish-Piper, Marc Falkoff, David Gorman, Rana Jaber, John Novak, Donald Zinger

**Absent**: Ann Dzuranin and student member still not assigned by Student Government Association

1. **Call to Order**
	1. The meeting was called to order at 3:00 p.m. by Executive Vice President and Provost Laurie Elish-Piper.
2. **Verification of Quorum**
	1. Mia Hannon advised the Executive Vice President and Provost that a quorum was present.
3. **Adoption of the Agenda**
	1. John Novak moved to adopt, Marc Falkoff seconded, the motion was approved.
4. **Public Comment**
	1. Mia Hannon advised the Executive Vice President and Provost that no requests for public comment had been received.
5. **Approval of February 17, 2025 Minutes**
	1. Cynthia Campbell moved to approve, Donald Zinger seconded, minutes were approved.
6. **Program Review Assignments, Process, and Timeline**
	1. The department/college submission deadline was March 15th. Amy Buhrow in the Office of Accreditation, Assessment and Evaluation is putting the report together and hopes to have it done by the end of this week for distribution to the committee. Qualtrics Survey will be used by APC members (same as last year) to evaluate their assigned programs, which are due before April 17, 2025.
7. **Academic Program Health Check Draft Report**
	1. The committee reviewed the data, asked questions, and suggested formatting changes which will be incorporated by the Provost. The report will be presented by Marc Falkoff and Ben Creed at Faculty Senate on April 23, 2025, and presented to the Board of Trustees on May 8, 2025.
8. **APC Involvement in Budget Review Meeting**
	1. The Provost requested APC members attend a budget review meeting on May 12 from 2-3 pm.  The Resource, Space and Budget (RSB) committee will also be in attendance as well as the President’s budget roundtable.  It is an in-person meeting and will most likely be scheduled in the Board of Trustees Room (AL 315).  The group will be presented with budget scenarios and then asked for input.
9. **Other Business**
	1. The next meeting is scheduled for April 21, 2025 at 3:00 p.m.
10. **Adjournment**
	1. Meeting was adjourned at 3:38 p.m. by Executive Vice President and Provost Laurie Elish-Piper.

Respectfully submitted,

Mia Hannon
Administrative Support
Office of the Executive Vice President and Provost