

Academic Planning Council Minutes  
Wednesday, November 21, 2018  
1:30 PM – 3:00 PM  
3609 Engineering Hall

Present: L. Albert, J. Nothbohm (for M. Allen), D. Anderson, M. Arnold, J. Blanchard,  
G. Harrington, S. Hladilek, B. Murphy, G. Nellis, R. Radwin, I. Robertson, E. Shusta, J. Tinjum

Absent: E. Harris, B. McPherson, D. Thelen, C. Walters

Announcements; Approval of October Minutes

October minutes approved

Updates from APCRC

- requisite amnesty project – course requisites are now being enforced; this project allows departments to update all course requisites at one time, without the need for a course change proposal for each course. ECE is the first department to submit their spreadsheet. After approval from APCRC it will be sent to campus for approval and implementation. ME will be the next department for review as there were concerns raised by the ABET reviewer.
- military credits – CoE has agreed to allow students with transfer credits from military institutions to exceed the 80 transfer credits limit here in the College of Engineering as requested in the new campus policy regarding military credits.
- topics courses guidelines – Campus has proposed guidelines on topics course offerings with suggestions to limit the number and frequency of the same topics course and that topics courses shouldn't be cross-listed. APCRC was not in favor of the guidelines.

Graduate Program Reviews & APC

The proposed process for graduate program reviews was outlined. The APC would manage the program reviews: identifying the review committee, managing the process and reviewing the committee's report.

APC members to share the proposed process with their department. A decision on the proposed process is needed at the December APC meeting so that the upcoming program reviews can be conducted.

APC 5-year self-study/review

Rob Radwin and Greg Nellis drafted the required 5-year review of the APC. Two recommendations were suggested:

- Revise the APC bylaws to reflect APC charge, expectations and responsibilities, and APC chair and vice chair rotation policy.
- Revise the process by which the APC takes on independent identification and review of longer-term strategic items. Specifically, take on fewer of these items and focus only on those where there is a clear charge and an opportunity to provide meaningful action. Identify these items in collaboration with the Dean and the Leadership Council.

The APC will discuss recommendation #2 at future meetings to develop a process to identify topics. It was suggested to reach out to the faculty at large for their input on topics.

Motion to accept the review document as presented passed with one abstention.

#### Budget Update

Motion to enter into closed session approved unanimously

Dean Robertson provided an update on the CoE budget

Motion to enter back into open session approved unanimously; meeting adjourned