

Academic Planning Council Minutes
Wednesday, December 19, 2018
1:30 PM – 3:00 PM
3609 Engineering Hall

Present: L. Albert; D. Anderson; M. Arnold; J. Blanchard; G. Harrington; S. Hladilek; B. Murphy; G. Nellis;
R. Radwin; E. Shusta; J. Tinjum; I. Robertson

Absent: M. Allen; E. Harris; B. McPherson; M. Romero; D. Thelen; C. Walters

Guest: B. Van Veen

Announcements; Approval of November Minutes

November minutes approved unanimously.

The committee would like the APCRC minutes to be included with the APC meeting materials.

Graduate Program Reviews & APC (2nd reading)

There was a question on accountability and follow-up on program review recommendations. After their review of the report, GFEC sends a letter to the department with recommendations and usually a request for a response from the department regarding the implementation of the recommendations.

The letter from GFEC to the department should be added to the APC agenda as an automatic consent item.

There was a suggestion to add the following information to the Graduate Program Review document:

UAPC: reviews undergraduate programs (in CoE, the only undergraduate program that needs review is Engineering Physics as all the other programs undergo ABET review).

GFEC: reviews graduate programs

Additional upcoming program reviews should be included:

Manufacturing Systems and Data Analytics

Motion to approve the proposed graduate program review process approved unanimously.

APC 5-year Self-study/Review

The role of the APC was discussed along with ways to identify and address issues that are important to the college. The APC should represent the faculty/staff body to the dean and relay the challenges and key issues the departments are facing. It's important for the dean to hear from the faculty/staff, through the APC, as well the department chairs before making decisions.

Departments should have a mechanism to relay information and solicit concerns, ideas and opinions from the faculty/staff through their APC representative. Some departments include "APC report" as a standing agenda item for their faculty meeting. Other departments do not receive reports from their APC representatives during faculty meetings. All APC representatives were asked to solicit potential

strategic topics and pressing issues at their next department meetings in January that the APC can address for possible future agenda items to advise the dean.

Some suggested topics include:

- increased undergraduate enrollment
how does the college handle the increase in enrollment; need space for additional faculty, labs; need to make budget decisions as well.
- research buy-out
need to develop policies that are fair to all departments; how can the college incentivize increased research funding.
- space allocation
what's the best way to allocate space? some departments are silo'd in one building while others are spread across buildings.
- safety training for faculty/staff and students

APC members are asked to bring back their departments' recommendations about suggested topics as well as solicit other topics to be discussed at the February meeting.

1st Year Curriculum Subcommittee Update

The subcommittee has met twice. The subcommittee has benchmarked other schools and will share that information at the February meeting.

The subcommittee did note that information and resources on other areas of engineering are needed for students that switch departments as some of the current department introductory courses focus on the specific subject and don't address the other engineering fields.

Program Name Change: Electrical Engineering MS

Campus requested the program name change to differentiate the various MS programs in ECE. Motion to recommend acceptance of program name change passed unanimously.

Other Business

The APC meeting scheduled on January 16 is canceled. The next meeting will be Wednesday, February 20 at 1:30pm in 3609 Engineering Hall.