

Academic Planning Council Minutes  
Wednesday, February 20, 2019  
1:30 PM – 3:00 PM  
3609 Engineering Hall

Attending: L. Albert, M. Allen, D. Anderson, M. Arnold, J. Blanchard, G. Harrington, E. Harris,  
S. Hladilek, G. Nellis, R. Radwin, M. Romero, E. Shusta, J. Tinjum  
Absent: B. McPherson, B. Murphy, I. Robertson, D. Thelen, C. Walters  
Guest: D. Reindl

Announcements; Approval of December Minutes

There were no announcements; the motion to approve December minutes passed unanimously

Approval of APC Revised By-Laws

The motion to approve the following additions to the APC by-laws passed unanimously:

The first paragraph now reads: The College of Engineering Academic Planning Council (APC) advises the dean on college programs and budgetary planning, and presents departmental, school, or college views and opinions.

The following statement was added: Appointment of APC chair and vice chair rotates alphabetically by department.

Dept. of Engineering Professional Development Conversion

The motion to approve the conversion of the Department of Engineering Professional Development to the Office of Engineering Professions Development in the College of Engineering passed unanimously (10-0-0).

Graduate Program Review: ECE

The review committee members for the EE MS and PhD programs were identified. The two APC representatives are Mike Arnold, chair of the committee, and Greg Nellis. A third member, preferable outside of Engineering, needs to be added. It was decided that the invitation to serve on the committee should come from the Dean's Office. Peggy will reach out to the following individuals to ask them to serve on the committee:

1. Mark Eriksson, Physics
2. Remzi Arpac-Dusseau, CS
3. Paul Terry, Physics
4. Tom Kuech, CBE

The EE review should be completed and sent to the department for their reply by May 1 and reviewed at the May 15 APC meeting.

There was a discussion about how to identify the APC representatives for the program review committees. It's helpful if the members of the review committee have some knowledge of the

program under review. Although some APC members volunteered for next year's reviews, it might be better to assign the APC reps to the program review committees at the September meeting each academic year as the membership of APC changes each year.

Laura Albert distributed the document "Program Review Guidelines for APC" which outlines the steps for the program reviews. Laura also has a sample report she will share.

#### Review of Proposed Campus Guidelines on Departments and Department-Like Academic Units Definition, Privileges, Responsibilities, and Process for Approvals

There were no comments on the proposed guidelines. CBE is interested in a list of units and their designation.

#### Electrical Engineering Program Learning Outcomes Changes

No concerns were raised regarding the proposed changes to the EE program learning outcomes. Future program changes will be included on the APC agenda as an informational only item; APC will not be asked to recommend approval of the changes, although any concerns should be discussed. New programs will still need to be reviewed by APC.

#### APC Topics Discussion

The following topics were brought forward by the departments:

- Managing the expanding undergraduate enrollment
- Delay in renovation of spaces, especially for new faculty
- The use of Academic Analytics to measure faculty productivity
- 5-year grad student guarantee – which unit is responsible for students of affiliate faculty and other cross-discipline students
- Graduate student pay scale increases – provide more lead time to allow for more accurate budgets in grant proposals

Two topics were identified for further discussion:

- Space use by student orgs and ensuring safety  
Dave Anderson agreed to serve as facilitator for discussion at the April meeting.
- Managing the expanding undergraduate enrollment  
Jake Blanchard will serve as facilitator for discussion at the May meeting.

The facilitator will provide a short presentation outlining the issue.

Due to Spring Break, the March 20 meeting was canceled by consensus of the committee members.

#### Next Meeting:

Wednesday, April 17, 2019

1:30 – 3:00 PM

3609 Engineering Hall