

## CALS ACADEMIC PLANNING COUNCIL

September 18, 2018

1:00 PM-2:30 PM

2321 DeLuca Biochemical Sciences Building, 440 Henry Mall

**Present:** Erika Anna, Jane Collins, Claudio Gratton, Barb Ingham, Hasan Khatib, Larry Meiller, Paul Mitchell, Nicole Perna, Doug Soldat, William Tracy, Alan Turnquist

**Absent:** Jeri Barak, Guy Groblewski,

**Ex Officio:** Bill Barker, Doug Reinemann, Dick Straub, Karen Wassarman

**Minutes:** Megan Grill

The meeting was called to order at 1:00 pm.

- Greetings, Introductions and Agenda Overview

There were no changes to the agenda.

Minutes reviewed from the May 15<sup>th</sup> APC Meeting.

- Minutes will be available publicly once approved.

**Paul moved to approve, Larry seconded; passed**

### Action and Discussion Items

#### 1. Introduction to APC

- Review of two documents (in box) related to APC philosophy, structure and policy
  - Faculty Policies and Procedures outline the roles and responsibilities of the APC
  - Members are representing all departments within their division and should stay in close communication
  - APC reviews program change, and new program approvals but the focus is not strictly Academic. APC also sees center reviews, policy revisions, assists in strategic planning, and has an overview of major resource decisions.
- All meeting dates appear at the bottom of the agenda. Dates with an asterisk indicate a joint meeting between CALS and L&S. Meeting times and locations may be different, and details will be communicated prior to the meeting
- eCals has valuable information and can be used as a resource

#### 2. Redesign Update

- Redesign was undertaken as a way to counteract the decline in faculty and state resources
- The project began in 2017 when a working group of faculty reviewed the college and made final recommendations to the Dean in December 2017
- The Recommendations were very broad and the Dean and Associate Deans have been working to specify the recommendations
- 5-year plans are a tool that has come from the redesign process, and are intended to be refreshed annually. An area for future discussion is what role APC would like to have with 5-year plans

- As a result of redesign about half of CALS departments are looking at making changes, and half will remain the same
- Animal Sciences and Dairy Sciences are currently exploring a merger and faculty from each department have begun meeting, as well as partnering with the Office of Strategic Consulting.
- Kate pointed out the redesign website as a resource for all redesign information and documents. <http://orgredesign.cals.wisc.edu>
- Agronomy, Entomology, Horticulture, Plant Pathology and Soil Science are currently exploring commonalities. Horticulture and Agronomy have been charged with leading the initiative on an Agricultural Ecosystems major, and will pull the other departments into these discussions
- Soil Science is also exploring another collaborative with Biological Systems Engineering
- APC does not have a formal role in approving collaboratives, but does have a role in reviewing mergers and program changes as is defined by governance
- New faculty hiring proposals will no longer come to APC for debate. Instead, position vacancies will be filled using the new budget model that returns 50% of vacancies to departments.
- The College currently has approved 12 faculty searches, and a couple additional faculty may be hired into the college through cluster hires.
- Faculty hiring requests will now be reviewed twice a year
- Graduate programs will not be directly affected by redesign, as there are already well defined ways to evaluate and make changes to these programs
- Members clarified the following areas: role of APC in faculty hires, campus budget model, anticipated number of new course proposals in the upcoming year, and the long-term intention for collaboratives. Governance structures for collaboratives will still be influenced by the Department executive committees since these will remain intact. It was suggested collaboratives and their governance be a subject for discussion at a future APC meeting.

### 3. Program Change Process

- Karen Wassarman, Associate Dean for Academic Affairs, shared a draft of a document that outlines the steps to discontinue a major and to establish a new major
- Program changes take a significant amount of time.
- Departments are encouraged to work with Academic Affairs early in and throughout the program change process
- Before any major will be discontinued there will be a suspension to admissions.
  - Curriculum Committee is the first to review and may make recommendations, but does not have a formal vote.
  - APC does have a formal vote in the discontinuation
  - There must be a well-established teach out plan to allow declared majors to graduate
  - There is already a well-established process for directing students that may have stepped out.
- The first step in establishing a new major is by completing a notice of intent to plan (NOI), which must go through all governance steps prior to the full proposal, which also is subject to the same governance.
  - CALS Curriculum Committee reviews the NOI and full proposal and can make recommendations, but does not have a formal vote.
  - CALS APC and UAPC do have a formal vote and the final proposal must be approved by the Regents.
  - The proposal must go through the entire process before the new program is open for student declarations.

- When a program is shared between schools and colleges there is a parallel, independent approval process taking place in each college
  - The new Lumen software helps to manage this process, including a well defined step to notify all interested parties.
  - Coordination will be needed when programs are being discontinued and new programs are being developed, but Academic Affairs will work closely with departments to manage this process.
4. Agenda Topics for the Year
- Center and Program reviews are prescribed and scheduled to be seen before APC, but APC will also see diversity initiatives, items related to summer session, revenue generating programs, and initiatives around online courses.
  - Kate requested other potential agenda topics from the members and encouraged them to bring them up in meetings or to share with her via email
  - Recommendation to look at the balance of teaching responsibilities in the college

### **Informational Items and Announcements**

1. APC 5-Year Review
- FP&P dictates that the APC conduct a self-study every 5 years, and the CALS APC review is due in 2019.
  - A subcommittee will be formed to review CALS APC. Kate asked for anyone interested in serving on this subcommittee to contact her.
    - The subcommittee will be asked to evaluate the divisional structure, especially in light of the departure of Landscape Architecture and upcoming changes due to CALS redesign.
    - The subcommittee will also look into the process for replacing committee members outside of the normal selection process in spring.
2. Preview of Program Reviews and Center Reviews
- Program Reviews for Agroecology, Biometry, Horticulture, Plant Breeding and Plant Genetics, and Plant Pathology are due in November and will come to the committee for review this year. Agroecology will come to the committee first.
  - There are a total of 15 centers, and 3 center reviews will be conducted per year. In 2019, Computing and Biometry, Ag Safety and Health-Extension, and the Center for Dairy Research are scheduled for review
  - Doug Reinemann and Bill Barker are leading the center reviews, and determining whether centers should fall under extension or college.
  - The center governance document will be revisited in conjunction with center review.
3. Departmental Criteria for Post-Tenure Review
- The Departmental Criteria for Post-Tenure Review may return to the committee. This item is related to an adoption of a new campus policy, part of which dictates that departments develop a departmental process for post-tenure review. These department documents will have periodic APC review, but the timeline is not yet defined.

Karen Wassarman made an announcement about the online teaching workshops designed to educate instructors of resources for developing online courses. The workshops are scheduled to be offered on October 4<sup>th</sup> and 11<sup>th</sup>, 3:00- 4:30 pm. Further information will be shared by email and in eCALS.

The search for the CALS Global Associate Director is underway. There were 29 applicants narrowed down by the Search and Screen Committee to 3 finalists, who will be invited to on campus interviews in the next week and a half.

Meeting adjourned at 2:01 pm