

ACADEMIC PLANNING COMMITTEE

February 2, 1994

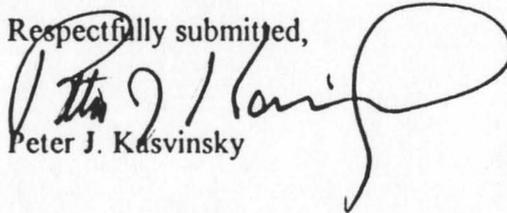
MINUTES

Present: Beaubien, Feist-Willis, Hovey, Kasvinsky, Kougl, Mettee, Phillips, Rost, Sebastiani, Zupanic
Excused: Anderson, Brothers
Absent: Beckett

Meeting was called to order at 8:00 a.m. Rost chaired.

1. Corrected typographical errors and approved minutes of January 11 and 26, 1994.
2. Rost distributed copies of the draft of the *Report of the Regents' Advisory Committee on Faculty Workload Standards and Guidelines*, January 7, 1994, a copy of the letter from the Chancellor to Rost as the Faculty Advisory Committee to the Chancellor member from YSU, and the copies of the remarks by the Chancellor and the Chair, Dr. James Bruning to the Board of Regents prior to the meeting.
3. Rost also distributed a summary of the major points contained in the draft *Report of the Regents' Advisory Committee on Faculty Workload Standards and Guidelines*, dated January 7, 1994. It was noted that the deadline for implementation of institutional policies related to faculty workload must be in place by June, 1994, according to legislative mandate. Much discussion ensued regarding the need to tie departmental workload policies to the development of departmental mission, goals, and objectives, which are currently under discussion in most colleges. Rost suggested that a starting point for most departments would be to look at current practices or initiatives and to categorize these as to teaching, research/creative activities, or service and professional activities, in order to determine where they are now. This would provide the basis for discussion of workload policy for the future. Rost will discuss these items at the Senate meeting on February 2.
4. The Committee felt that there was some confusion regarding its role in short-range vs. long-range planning. The general feeling was that the Academic Planning Committee should have a *long-range* orientation, two to four years in the future.
5. The Committee membership also expressed concerns that the draft workload policy statement had not been widely distributed. Some colleges had made them available to DAC's and departments, while some had not, and the already short timeline in which to develop an institutional policy is getting shorter. Rost will discuss this issue with the Provost.
6. Meetings are scheduled for:
February 9, 8:00 a.m., Kilcawley Cardinal room (Zupanic will chair)
February 16, 8:00 a.m., Kilcawley Cardinal room
February 23, 8:00 a.m. Kilcawley 2306
March 2, 8:00 a.m., Kilcawley 2306
March 9, 8:00 a.m., Kilcawley Cardinal room
7. Meeting adjourned at 9:50 a.m.

Respectfully submitted,


Peter J. Kasvinsky

February 4, 1994

To: Jim Zupanic
From: Duane Rost
Re: Notes for APC Meeting

Concern was expressed by some (me included) at the last APC meeting about not knowing what the sequence of activities in planning in the immediate future.

The Provost has informed me, and I hope I am correctly reporting this:

Departments are to be working / completing THEIR present draft of Mission & Goals, with Objectives specified.

This is expected to be based on the University Mission & Goals Statement and their own Mission & Goals Statement either from last spring or as they are viewing them now.

The Departments are to be creating THEIR statement of their view of their Department's workload policy.

This is expected to be based on

1) Their own understanding of their department's needs in workload to meet their stated Mission & Goals, and Objectives.

2) The "Report of the Regents' Advisory Committee on Faculty Workload" with focus on how it relates to their specific situation.

The Provost and respective Dean will be invited by the Department when the Department is ready, expected to be in February. They will then listen to the presentation by the Department and respond. The exact details of the meeting and the response will, of course, be determined by each situation.

The Draft Report 1-7-94 is expected to be the final version as the Advisory Committee has moved on to the next phase, rewards for faculty teaching excellence.