

ACADEMIC PLANNING COMMITTEE  
MINUTES  
TUESDAY, NOVEMBER 29, 1994

Present: J. Feist-Willis, J. Granito, M. Horvath, H. Mette, A. Stocks, B. Brothers,  
C. Anderson, M. Janosik

Absent: V. Phillips, J. Zupanic, J. Scanlon, P. Kasvinsky

1. The minutes of the Tuesday, October 11, 1994 minutes were approved.
2. The meeting was called to order by M. Horvath at 1:00 p.m. The first item of business was to introduce the new appointee to the committee, Mada (Madeline) Janosik, from Nursing. She replaces Margaret Horvath who is retiring at the end of Fall Quarter. Mada will serve a three-year term on the APC.
3. M. Horvath reported the results of her meeting with Provost Scanlon and Assistant Provost Anderson. The purpose of this meeting was to clarify the role of the Academic Planning Committee given the new structure and current planning process. The Provost indicated that the APC reports to the Senate and serves an advisory role to the Provost (de facto). He also suggested three possible agenda items for the APC which will define the future role of the Academic Planning Committee. These three suggestions were stated and defined by C. Anderson:
  - A. ASSESSMENT PLAN TASK FORCE: Dr. Anderson will be writing a skeleton assessment plan during the holiday break. She will then be going to the various colleges to add details regarding assessment. (Final document is scheduled for completion in mid-March.) As Dr. Anderson meets every other week with the Assessment Task Force, the APC will serve in a response role to the work being done by this task force on the assessment plan.
  - B. ANNUAL REPORTS: There is a new format for these reports. The APC's responsibility would be to review the departmental and college reports for "internal consistency," "consistency with goals, mission, objectives," and the degree to which the report communicates the information. Comments from the APC would be directed to the individual departments and the deans.
  - C. CONCEPT PROPOSALS: The APC will review these proposals prior to a "formal proposal" being prepared and sent to Columbus. The APC will then make a recommendation to the Provost regarding the development of the full proposal.
4. Because of the retirement of Margaret Horvath, a new committee chair was

needed. The new chair is Joyce Feist-Willis. All members present thanked Margaret Horvath for her service as chair. The meeting adjourned at 1:55 p.m.

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TO: Academic Planning Committee  
FROM: M.C. Horvath, x1821  
DATE: November 10, 1994  
SUBJECT: COMMITTEE MEETING

Input has been received from both the Provost and Dr. C. Anderson concerning the Academic Planning Committee's role, in view of the current planning process. The committee should have the opportunity to hear the future role described in detail, have the chance to ask questions, and explore the possibilities. The comfort level of each committee member is central to the success to be achieved by this committee.

The committee has been assigned a new member, Madeline Janosik. Her appointment takes effect Dec. 15, '94. I am extending to her an invitation to attend this important informational one hour meeting.

DATE: Tuesday November 29, 1994  
TIME: 1:00 P.M.  
Place: Buckeye 1

#### AGENDA

1. Minutes Tuesday 11 October
2. Welcome to Madeline Janosik
3. Future Role of Academic Planning Committee-----Dr. C. Anderson
4. Election of Committee Chair

cc Provost  
Hugh Earnhart, Chair, Senate

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