

ACADEMIC PLANNING COMMITTEE  
February 9, 1994  
MINUTES

Present: Beckett, Kasvinsky, Kougl, Mettee, Phillips, Zupanic  
Excused: Rost

The meeting was called to order at 8:06 a.m. Zupanic chaired.

- 1 The minutes from the previous meeting (2/2/94) will be acted on at the next meeting.
- 2 Zupanic read a statement from Rest based on his conversation with the Provost about workload policy. Departments should be reviewing their mission and goals from last Fall in light of the University Mission/ Goals/ and Objectives and writing their objectives. Departments should create workload policies based on the "Report of the Regents' Advisory Committee on Faculty Workload Standards and Guidelines" (1/7/94), and their understanding of the work effort needed to meet departmental mission/ goals/ and objectives. The Dean and the Provost should be invited to discuss and respond to each department's effort by the end of February or the beginning of March. The 1/7/94 draft of the Regent's Advisory Committee's Report is expected to be the final report.
- 3 Discussion on how to implement the RAC Report at the departmental level centered on how specific the work effort policies need to be and how they will be administered. Questions were raised about the use of the Faculty Report Forms, the nature of the decrease in undergraduate instruction statewide and at YSU, and how research professorships and sabbaticals will fit within work effort policy.
- 4 The role of the Academic Planning Committee in the work effort task was questioned. Ideas include define institutional policy and communicate it to departments, articulate what is in the RAC Report that departments need to do, and suggest to departments various models that can be used in creating a work effort policy.
- 5 The Academic Planning Committee Charge needs to be sent to the student members.
- 6 The next meeting on February 16 at 8:00 a.m. will deal with two year programs.
- 7 The meeting ended at 8:50.

Respectfully Submitted,

*Kathleen Kougl*  
Kathleen Kougl

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*Cyndy*



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February 8, 1994

To: Dr. J. Scanlon, Provost  
From: Dr. D. Rost, Chair, Academic Planning Committee  
Re: Sequence of Departmental Activities

Enclosed is the summary I have made for Jim Zupanic who will be chairing the APC meeting Wednesday, 08:00, Cardinal Room, Kilcawley Center.

I hope I have correctly stated your intentions in working with the Departments.

Please advise if I am NOT correct so that I may get back to my Committee members.

Thank you.

*Ruane*

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