



9-14-1999

Academic Policy Advisory Committee meeting minutes, September 14, 1999

Moorhead State University

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Moorhead State University, "Academic Policy Advisory Committee meeting minutes, September 14, 1999" (1999). *Academic Policy Advisory Committee*. 280.
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APAC Minutes
September 14, 1999

Members present: Reed, chair; Borchers, Borgeson, Conteh, Dalhouse, Dunkirk, Enz-Finken, Goodman, Jeppson, Klindworth, Neuman, Ruth, Sanderson, Shimabukuro, Welken. Guest: Richard Pemble.

Reed distributed a revised membership list and the MSU Minnesota Transfer Curriculum brochure to those present.

After members introduced themselves, the meeting schedule was discussed:

- Additional meetings will be added if the need arises.
- In the absence of the Academic Vice President, one of the deans will be designated to chair the meeting.

Role of APAC: Richard Pemble was invited to share his concepts regarding the role of APAC. (Pemble is a 30 year faculty member, serving nine of those years as chair and two terms on APAC.) He stated that during his service on the committee, he came to realize the influence APAC has on this campus.

Pemble gave this advice to members:

- Administration listens to the advice of this body. He asked members to remember that the recommendations that are carried forward from APAC to the administration may become university curriculum or policy.
- Members should bring their professional expertise to this committee. Members should not use this forum as a means to advance their personal or departmental agendas.
- Review proposals with the institution's best interest in mind. Think of proposals as the "University's agenda."
- Be an active participant. Question proposals as departments should justify their positions. Just because a proposal looks good, does not necessarily mean it is in the best interest of the university.
- Do your homework by examining the agenda materials prior to the meeting. Ask questions if you don't understand a proposal.
- Attend meetings.

Members offered these guidelines:

- Adhere to consistent procedures for all departments/programs.
- Make an effort to contact the proposer(s) prior to the APAC meeting their item is scheduled to be discussed if they have questions or serious objections.
- Don't be afraid to speak out at meetings if there are issues to be resolved or questions that need to be answered. (Do not criticize members who ask questions at meetings.)
- University policies are discussed at APAC meetings as this is also an open forum for faculty, staff and students to voice their opinion and suggestions.
- Attend meetings. If a member is absent frequently, the Vice President will inquire if s/he wishes to remain on APAC.

Suggestions made by members:

- Regulate the length of meetings. Agendas should be shortened so adequate time is allowed for items to be discussed.
- The committee should be made aware in advance of large proposals or departmental changes that may become time-consuming, such as the Board of Teaching regulations which dramatically changed curriculum in the education programs last year.
- Appoint subcommittees of APAC to review items such as university or MnSCU policies prior to APAC's recommendation.
- Invite MnSCU representatives to campus to explain mandated policies and to allow for the opportunity to hear university arguments/concerns.
- Invite faculty to attend and become involved in APAC meetings.

Submission deadlines were discussed. This would allow the committee to review items that were tabled and may need further discussion. Some members felt that departments may wait until the end of the year to forward proposals to APAC for easier approval.

Ruth moved. Neuman seconded to approve eliminating the last two submission deadlines. Meeting dates would remain intact to discuss items that were tabled or that were received prior to the last submission deadline (which would be March 23, 2000.)

Shimabukuro felt the submission deadlines should remain as published so departments have adequate time to complete proposals. Borchers suggested that proposals submitted after the 3/23/2000 submission deadline be allowed on agendas at the discretion of the Academic Vice President.

Motion to eliminate APAC submission deadlines of 4/6/2000 and 4/20/2000 carried unanimously.

A poll was taken and the committee decided that APAC meeting times would be changed to 3:30 p.m. Finding a more centrally located meeting room was discussed and the Owens lounge was suggested.

Sanderson moved to adjourn. Conteh seconded.

Motion to adjourn carried.

Meeting adjourned at 5:10 p.m.

Gloria Riopelle