

MINUTES
ACADEMIC POLICIES COMMITTEE
February 4, 2016

Present: Bentivenga, Colligan, Eroh, Fischer, Gibson, Kostman, Kuennen, Marine, Nollenberger, Robson, Sandberg Schmitt, Steinert, Totten

Excused: Fuller

Absent:

Administrative Rep: Carleen Vande Zande

Guests: Lisa Danielson, Jean Patt, Anne Milkovich, Mark Clements, Mehgan Clark, Sara Pritzl, Donald Hones, Michael Baltutis

I. Call to Order

Dr. Bentivenga called the meeting to order at 3:10 p.m.

Chair Bentivenga introduced both Mark Clements and Anne Milkovich, who have been working with Carleen and the Course Leaf project.

II. Course Leaf Demo – Carleen

A Course Leaf staff member, Shari Friedman, was patched in electronically to go through a slide show projected for APC members.

Highlights included:

- 100% client retention
- Models used
- Everything being automated
- The importance of accuracy
- The migration stages to the transformation
- Workflow
- Approval lines/areas on the forms
- Data Syncing
- Elimination of hard copies for Forms
- Training necessary and how that would be completed

The committee followed the presentation with a discussion and questions and answers.

The whole idea of transitioning to one complete comprehensive form was well received.

Website for review: www.courseleaf.com

MOTION: Move to endorse moving forward with Course Leaf by Robson/Schmitt. Passed Unanimously

III. Approval of the Minutes of January 14, 2016

Minutes stand approved as amended.

IV. New Business

A. Program Action Routing Sheets (Forms C) -

1. **COEHS: Teaching & Learning Department: ESL/Bilingual Licensure** – Delete 2nd linguistics course requirement

MOTION: Moved to approve item 1 by Nollenberger/Marine. 1 Abstention. Passed

B. Program Review – Communication Department

MOTION: Moved to approve the Communication Department Program Review by Robson/Kostman. Passed Unanimously

C. Academic Calendars –

1. 2017-2018
2. 2018-2019
3. 2019-2020
4. 2020-2021

MOTION: Move to approve by Sandberg/Marine. 1 No. Passed

The opposition was over the date of the Saturday class in the 2017-2018 Calendar during Interim which causes a one-day weekend.

V. Discussion Items –

- a. The new budget model drafted by the University Budget Development Committee has been sent out electronically to all staff. It was noted, so that we are sure to be aware, that a major change would include the consideration of using Student Credit Hours (SCH) as part of the formula.

Move to adjourn by Nollenberger/Robson at 4:35 pm.

Respectfully submitted,
April Dutscheck