



APASP Task Force Meeting Minutes

Thursday, June 15, 2017 | 10:00 a.m.-Noon | UC #330-331

In Attendance

Beverly Edmond
Liz Putnam
Laurie Fisher
Chase Greenfield
Scott Whittenburg
Rebecca Power

John DeBoer
Steve Schwarze
Jen Zellmer-Cuaresma
Erik Johnston
Claudine Cellier
Dawn Ressel

Chris Fiore
Stephanie Domitrovich
Braden Fitzgerald
Anisa Ricci
Lucy France
Hillary Stowell

1. Approval of 6.8.17 Meeting Minutes

Jennifer Zellmer-Cuaresma moved that the minutes be approved as read. Scott Whittenburg seconded the motion. The minutes were approved.

2. Task Force Action Items

Approval of Task Force Meeting Rules

Before voting, members wanted to check with Legal Counsel to ensure that item 3B was in compliance with Montana's Open Meeting Laws. It was confirmed that the item is in compliance. Liz Putnam moved that the document be approved as is and Steve seconded the motion. The document was approved.

Approval of Internal Task Force Values

Steve Schwarze moved to add two amendments: "honoring the need for careful deliberation" and "recognizing the importance of constructive conflict". Jennifer Zellmer-Cuaresma seconded amendment. Liz Putnam moved that the group vote on the amendment and Steve Schwarze seconded it. The amendment approved. Jennifer Zellmer-Cuaresma moved that the amended document be adopted by the Task Force and Stephanie Domitrovich seconded the motion. The document was approved.

3. Communications Sub-Committee

Action Items

The Communications Sub-Committee did not bring forward any action items.

Information Items

Claudine Cellier provided the update on the information items to the Task Force. She indicated that she is planning to send an update to Campus early next week, which will include information on decisions made at this meeting, will link to the new set of FAQs on the website, and will request feedback via an online survey and the Campus Forums on June 22nd & 23rd. The Campus Forums will both be held in the UC Theater and will be live-streamed. All details will be included in the campus update.

4. Criteria Sub-Committee

Approval of the Revised Ranking Categories Document

Steve Schwarze introduced the document and explained that the sub-committee had made changes based on the conversation at the last Task Force meeting. Hillary Stowell called for a vote on the item and it was approved.

Information Items

Steve Schwarze provided an update on the criteria document and indicated that the sub-committee made changes based on the discussion at the last Task Force meeting. He also indicated that the group discussed the role of Deans and Directors in the prioritization process and transferred their notes to the Framework Sub-Committee for their review. He also mentioned that they are working on the drafts of both the Administrative and Academic rubrics and will share with the full Task Force soon.

5. Metrics Sub-Committee

Action Items

The Metrics Sub-Committee did not bring forward any action items.

Information Items

Chris Fiore reported that the sub-group is working with the DATA Office and the Academic Deans to complete the guidelines for Academic Programs. The goal is to complete them by 6/30. She also reported that the sub-committee is working on the Metrics Table for Academic Programs and will bring these before the Task Force for a vote in the next few weeks. She reported that they are working in the Metrics Table for Administrative Services as well and will share with the Task Force in a few weeks.

6. Framework Sub-Committee

Approval of APASP Summer Pilot Document

John DeBoer indicated that the purpose of the document was to clearly outline the process for the pilot project and alleviate any concerns about unfair advantages for the participating programs. Some members of the Task Force expressed lingering concerns about engaging with programs on campus during the pilot process and

suggested the possibility of partnering with other campuses within the system. It was also suggested that perhaps a simulation of the pilot could be done with “dummy programs” loosely based on actual campus programs. No decisions were made on these suggestions. Hillary Stowell called for a vote on the document and it was approved.

Approval of APASP Framework Document

Chase Greenfield introduced the document by explaining the changes made – the charter document was incorporated into the framework document, the timeline was updated, the internal task force values were added to the rationale section, and the statement about the role of Deans and Directors was updated. Before voting, there was some conversation among the Task Force members about the bullet point referring to the role of Deans and Directors. Some members felt that it was essential to get input from the Deans and Directors early on in the process while others expressed concerns about wanting to ensure an independent process. After much discussion, John DeBoer put forward an amendment to remove all but the first sentence of the bullet point referring to the role of Deans and Directors. Jennifer Zellmer-Cuaresma seconded the motion and it was passed. Hillary Stowell then called for a vote on the full, revised, document. The document was approved. The specifics of dean and director roles remain under discussion.

Information Items

John DeBoer reported that he had been in contact with Johann Lindig and offered her email to the group as a resource. He also mentioned that they are in the early stages of working on the review process document and that it will be discussed further at their next sub-committee meeting.

7. Conversation with President Stearns

The President started by thanking the Task Force members for their work and acknowledging the enormity of the task at hand. She then opened it up for questions and comments from the group. Three main issues were brought forward – the expected workload during the fall semester, the connection to the FY19 budget, and how to approach the administrative services review. In respect to the workload concerns, the President reinforced the need to meet the timeline/deadlines. She also asked the task force members to consider ways to prioritize their process to make it more manageable. In respect to the FY19 budget, she indicated that it’s difficult to develop a budget estimate this far ahead of time because so many factors are still in flux, mainly enrollment and retention, but that she would discuss with the Cabinet and get back to the task force with more information over the summer. For the questions about how to handle the administrative services review, the President indicated that she would be willing to brainstorm with the sub-committees and/or full task force. She also mentioned that she is not planning to attend meetings on a regular basis, but is happy to attend when invited to discuss specific issues.

8. New Business

The idea of creating a sub-committee to focus on administrative services was proposed. The Task Force decided that the Metrics Sub-Committee would continue to work on it for the time being.

The question of where the Statement of Program Direction fits in with the framework documents was raised. It was decided that the Framework Sub-Committee would look at this during their next meeting.

The meeting adjourned at 12:03 p.m. Meeting minutes prepared by Rebecca C. Power, Assistant to the President.