University Academic Planning Council
Annual Report for 2000-2001

Functions

The University Academic Planning Council (UAPC) meets regularly to advise the chancellor and provost on major program decisions, long term academic plans, and associated campus development and budgetary policies. It addresses university academic issues and provides for faculty participation in long range planning; assures that appropriate review and consideration is given to requests for new programs and the implementation of proposals for new majors, degrees, schools or colleges; makes recommendations concerning the establishment or discontinuation of departments; and makes recommendations concerning the evaluation and review of academic programs.

The UAPC meets once a month during the academic year and as needed during the summer. Both outgoing members and new members attend summer meetings to provide for continuity. Meeting notes are available for all UAPC meetings.

Activities and Issues

Policy and Planning Discussions During 2000-2001

The UAPC addressed the following topics during the past year:

- Conducted its annual review of developments in the general education requirements.
- Reviewed UW-Madison enrollment numbers and trends, enrollment targets, and “Enrollment Management 21”, the UW System-wide enrollment management plan.
- Reviewed the annual report to the Regents on program reviews conducted in 1999-2000.
- Heard a report on the 2001-03 biennial budgeting process and the Madison Initiative II
- Discussed the UW System-wide process for program approvals with emphasis on the campus role in reviewing “entitlements to plan” for programs from all UW System institutions.
- Reviewed the UW System policies governing distance education: “Guidelines for Distance Education Credit Program Array and Approval” and “Standards for academic and student support services in distance education credit courses, degree, and certificate programs”, adopted June 2000 by the Board of Regents. The council was generally encouraged by the adoption of these policies because the policies will ensure that the appropriate support services are provided for students in distance education courses and programs.
- Received a report from the Space and Remodeling Policies Committee, which reviewed the classroom scheduling policy in response to recommendations made by the UAPC last year. As a result of that review, the SRPC will explicitly encourage departments to share departmentally controlled classrooms for classroom scheduling. In addition, the SRPC will review low utilization classrooms and consider those used less than 20 hours per week for assignment to other uses.
- Reviewed trends in awards of certificates to students and the existing guidelines for undergraduate certificates. The number of certificate programs has about doubled in the past 10 years and the increase in awards is up about 250%. Of a five-year average of 420 awards per year, an average of 402 awards per year are made to undergraduates. Council members noted that some certificate programs had no awards in the past 10 years recommended that academic deans be asked to formally discontinue certificate programs that were no longer being supported. The council also approved some minor changes to the “Guidelines for New Certificate Programs”, which include adding a reference to the “Policies and Procedures for Capstone and Graduate Certificate Programs” and a clearer statement of the responsibilities of the sponsoring unit.

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• Reviewed and accepted the “Policies and Procedures for Capstone and Graduate Certificate Programs” as established by the Graduate School.
• Received a report from the Council on Academic Advising responding to request from the UAPC to review the advising initiatives formulated in 1994, specifically: assignment of every student to an academic advisor, and the expectation that new students seek advising three times in their first year (see below).
• Heard a report on and discussed transfer student issues, trends in transfer student enrollments, and policies designed to support transfer students and attract well-qualified transfer students.
• Discussed the issue of conflicts between daytime courses with evening exams and courses scheduled in the evening in response to a request to discuss this issue from Tom Sharkey, then chair of the University Committee (see below).
• Heard a report on the Cluster Hiring Initiatives from Associate Vice Chancellor Linda Greene.

**Recommendations Developed**

**Academic Advising Issues**

The Council on Academic Advising reported on progress made on the chancellor’s advising initiatives formulated in 1994, specifically: assignment of every student to an academic advisor, and the expectation that new students seek advising three times in their first year. The council agreed that several sources (the CAA report, other CAA assessments of advising services, the undergraduate satisfaction survey) indicate that most students are getting advising, as directed by the 1994 advising initiatives, and so the council agreed that these initiatives should continue to guide advising practices. The council recognized that students’ advisor names are not directly available to students, as formerly was the case through EASI, and recommended that arrangements be made to restore this functionality. The council adopted the following recommendations and the provost’s office conveyed these recommendations to the relevant campus units:

**Resolved:** the UAPC recommends continued support for the 1994 advising initiatives – that every entering student be assigned an advisor and that new students be expected to seek advising at least three times in their first year. Moved, seconded, passed unanimously.

**Resolved:** the UAPC recommends to deans that academic advising be included as an issue addressed in regular program review and in the development of new academic programs (majors and certificates). This recommendation may require the revision of individual school/college guidelines for program review and guidelines for new program approval.

**Resolved:** the UAPC recommends that the students’ advisor name be restored to EASI, or that some equivalent functionality be made available to students so that they can easily identify their advisor. The UAPC recommends to the ISIS Campus Coordination Committee and the Production Management Committee that they work with the Council on Academic Advising and appropriate campus offices to ensure this implementation.

**Resolved:** the UAPC recommends that the Council on Academic Advising work with the Registrar’s Office and other appropriate units to establish clear and workable procedures for ensuring that students’ academic information is entered into ISIS in a timely and appropriate manner. This is a necessary step if students and advisors are to retrieve this information.

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Conflicts between Daytime Courses with Evening Exams and Evening Courses

The UAPC was asked to consider the problem of scheduling conflicts that arise when evening exams of daytime courses conflict with evening courses. This request was made in a February 26, 2001 memo from Tom Sharkey, chair of the University Committee, to Gary Sandefur, interim provost. The council considered this request in the context of the policy adopted by the Faculty Senate in 1982 on this issue and an analysis that shows that about 20% of courses carry a footnote indicating that they do or may have evening exams. Council members commented that problems arise when faculty are inflexible about offering alternatives to the scheduled evening exams and that the 1982 policy does call for faculty to make “every possible effort to accommodate students with unavoidable conflicts”. Better publicity of the 1982 policy and/or development of some language to describe or specify what “accommodate” means in this policy might help to resolve some of these conflicts when they arise. Sharon Pero, assistant registrar and director of Timetable and Classroom Scheduling, agreed that her office would resume printing this policy in the Timetable as was done in the 1982-83 academic year. Council members proposed new language to add to the existing policy and recommended that this issue be returned to the UC for further consideration.

Proposed amendment to the 1982 policy – new language in italics: Instructors who schedule evening examinations should make every possible effort to accommodate students with unavoidable conflicts. *It is the instructor’s responsibility to assure that all students with legitimate conflicts are treated fairly and without penalty. If a scheduling conflict exists between the evening exam of a daytime course and a regularly scheduled evening course, then the evening course takes precedent over the exam.*

Resolved: the UAPC recommends that the University Committee consider the above stated amendment to the 1982 policy. Moved, seconded. Passed.

Academic Program Changes From July 2000 through June 2001

The University Academic Planning Council considered and recommended the formal academic actions and changes listed below. Frequently, in the course of discussing the new programs and program changes listed below, the UAPC discussed broader academic planning issues as a context for these approvals.

Note: Requests and proposals related to graduate programs are reviewed and approved by the Graduate Faculty Executive Committee and ratified by the University Academic Planning Committee. This policy, established in 1997, streamlines the former process of having two campus-wide committees scrutinize academic program changes to graduate programs.

Majors and Degrees:
- Approved the entitlement to plan a Master of Arts in Gender and Women's Studies.
- Approved the entitlement to plan a Master of Science in Biotechnology.
- Approved the implementation of a Master of Fine Arts (MFA) degree and major in Creative Writing.
- Approved the implementation of an undergraduate major in Jewish Studies with an option in Jewish Studies and Education (BS or BA degree in Letters & Science).

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• Approved the implementation of an undergraduate major in Religious Studies (BS or BA degree in Letters & Science).

• Renamed the undergraduate major in "Behavioral Science and Law" to "Legal Studies".

• Renamed the MS-Agricultural Journalism to MS-Life Sciences Communication (major and degree).

• Renamed the graduate level major in "Water Chemistry" to "Environmental Chemistry and Technology".

• Approved the articulation agreement – the School of Nursing’s articulation agreement with Madison Area Technical College was expanded to a system-to-system articulation agreement between the Wisconsin Technical College System's associate degree program in nursing and the UW System's Collaborative Program in Nursing.

Sub-majors and Options

• Added an option in Neurobiology to the undergraduate major in Biology (BA or BS degrees in Letters & Science and Bachelor of Science-Natural Science degree in Agricultural & Life Sciences

• Added an option in Theory to the undergraduate major in Music (BA or BS degree in Letters & Science).

Certificates

• Approved the Undergraduate certificate program in Folklore.

• Approved the Graduate Certificate in Bioinformatics.

• Approved the Capstone Certificate in Bioinformatics.

• Approved the Certificate in Environmental Law and Policy specifically for Law students.

• Approved the Certificate in International Law and Business specifically for Law students.

• Approved the Capstone Certificate in Fundamentals of Clinical Research.

• Approved the Capstone Certificate in Laboratory Quality Management.

Departments

• Renamed Preventive Medicine Department to Population Health Sciences Department.

• Restructured departments in the Medical School to create a new department of Orthopedics and Rehabilitation Medicine, formed as a merger of the existing Department of Rehabilitation Medicine and the Division of Orthopedic Surgery within the Department of Surgery. The Master of Physical Therapy program will move from the Department of Surgery to Orthopedics and Rehabilitation. The Department of Surgery will continue to exist, absent the Division of Orthopedic Surgery.

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Centers and Institutes (see http://wiscinfo.doit.wisc.edu/obpa/uapc.htm for a current list of approved centers)

- Approved the Center for Urban Population Health, undertaken cooperatively between the Medical School's Milwaukee Clinical Campus and the UW-Milwaukee.
- Approved the Center for Communication and Democracy within the School of Journalism and Mass Communications.
- Approved the Wisconsin Public Health and Health Policy Institute within the Medical School (Preventive Medicine/Population Health Sciences Department).
- Approved the Center for Patient Partnerships within the Law School and with connections to programs in the health sciences.
- Renamed the “Wisconsin Institute for Respiratory Research” to the “Dr. David and Sacia Morris Institute for Respiratory Research”.
- Renamed the "Center for the Study of Race and Ethnicity in Medicine" to the "Center for the Study of Cultural Diversity in Health Care".
- Moved the Enzyme Institute from the Graduate School to the Department of Biochemistry within the College of Agricultural and Life Sciences.
- Renamed University-Industry Research Program to the University-Industry Relations (previously unrecorded action of 1994)
- Discontinued the Developmental Biology Center and the associated Center for Research and Training in Developmental Biology and the Developmental Biology Training Program
- Discontinued the Center for Addiction Research and Education, Medical School.

Future Issues

The UAPC will continue to address issues relevant to its mission of advising the chancellor and provost on university academic program issues. These issues are likely to continue to include overseeing program review policies and the general education requirements; monitoring enrollment management and enrollment projections; advising on some budgetary issues; and reviewing academic policies, for example academic advising issues, transfer student issues, distance education and programming for non-traditional students.

Summary

In 2000-01 the UAPC addressed academic issues relevant to many aspects of its mission as defined by Faculty Policy and Procedures. Those issues include the continuing implementation of the general education requirements, policies that relate to academic advising and course scheduling conflicts, enrollment management and enrollment trends, and oversight of campus and UW System policies that relate to academic programs and academic planning. As part of its responsibility for "appropriate review and consideration of requests for new programs", the council acted on a large number of academic program proposals as listed above.

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University Academic Planning Council Membership 2000-2001

David Ward, Chancellor (July to December)
John Wiley, Provost and Chair (July to December), Chancellor (January to June)
Gary Sandefur, Interim Provost and Chair (January to June)
Virginia Hinshaw, Dean of the Graduate School
Phillip R. Certain, Dean of the College of Letters and Science, Administrative representative
Ron Schultz, Budget Planning and Analysis Joint Subcommittee
Patricia Wolleat, University Committee representative
Linda Newman, Academic Staff Executive Committee representative
Kate Kalil, Biological Sciences
Tino Balio, Humanities
Jake Blanchard, Physical Sciences
Graham Wilson, Social Sciences
Jane Collins and Sherry Reames, University Committee appointees
Paul Berry and Erhard Joeres, University Committee appointees to UAPC and Campus Planning Committee
Eric Kaspar and John Street (alternate), Associated Students of Madison representative, non-voting