

**UNIVERSITY ACADEMIC PLANNING COUNCIL
ANNUAL REPORT FOR 2009-2010**

I. Functions

The University Academic Planning Council (UAPC) meets regularly to advise the provost on major program decisions, long-term academic plans, and related developments. It addresses university academic policy issues and provides for faculty, staff, and student participation in academic planning; assures that appropriate review and consideration are given to proposals for new majors, degrees, or certificates; makes recommendations on proposals to establish, change, or discontinue departments, centers, and center-like units; makes recommendations concerning the evaluation and review of academic programs; makes recommendations for policy related to new program development, program review, program array, and related issues; and provides oversight for the general education requirements.

The UAPC meets once per month during the academic year and as needed during the summer months. In 2009-10, the UAPC met eight (8) times: September 17, 2009; December 17, 2009; January 21, 2010; February 18, 2010; March 18, 2010; April 15, 2010; May 20, 2010; and June 21, 2010. Agendas and minutes for UAPC meetings are available from the Office of Academic Planning and Analysis and on-line at http://www.apa.wisc.edu/acad_plng.html.

II. UAPC Policy and Planning Discussions, Including Recommendations Developed or Adopted

A. Final Report of the Higher Learning Commission Reaccreditation Site Team Visit

Nancy Mathews, director of the Reaccreditation Project, presented results from the final report of the reaccreditation site visit team which resulted in a positive outcome for UW-Madison. Mathews highlighted the assurance section of the report, which describes how UW-Madison meets each of the criteria for reaccreditation, and the advancement section of the report, which contains the opinions and ideas of the reviewers and offers thought-provoking ideas for future action such as: enhancing administrative flexibilities; strengthening and aligning diversity initiatives; seeking creative solutions to providing competitive compensation for faculty and staff; continuing and expanding work on assessment of student learning; increasing coordination of international initiatives more explicitly; and rewarding and promoting outreach scholarship. Formal notice of reaccreditation, the reports, the self-study, and supporting documents are archived at <http://www.greatu.wisc.edu>.

B. Review of Obsolete Courses and Discussion of Course Proposal Process

With the endorsement of the UAPC, in April 2009 the Office of Academic Planning and Analysis and the Office of Curricular Services (Office of the Registrar) initiated a project to have departments review and consider deletion of courses that had not been taught in the past six years. Of the more than 13,000 courses on the books, 4,185 were flagged for review by departments. By December 2009, the departments and school/college curriculum committees had completed their reviews. Requests to delete a total of 2,420 courses had been sent on to the divisional committees. By May 2010 all divisional committees had approved the proposals to delete courses and by June 2010, approvals to delete interdivisional courses had been forwarded to the Office of Curricular Services.

The effort to delete obsolete courses highlights some challenges associated with the course change and course approval process. A common reason given for the reluctance to make changes in courses is that the current approval process is too cumbersome. A working group was convened in summer 2009 to develop a streamlined, on-line process for proposals for course changes (additions, deletions, changes). A faculty

advisory committee was appointed by the University Committee for the course proposal process working group. The working group met with the faculty advisory committee in September 2009. However, the working group made little progress in 2009-10 because programmer time was mostly consumed by other projects such as Course Guide and the Human Resources System implementation.

C. Restructuring UW-Madison's Research Enterprise

At the September 2009 meeting, Provost DeLuca provided information on ideas for restructuring the research enterprise. He reminded the UAPC about upcoming listening sessions and encouraged council members to attend and participate in the discussions.

D. Annual Report from the Undergraduate General Education Committee (UGEC)

Nancy Westphal-Johnson, chair of the University General Education Committee (UGEC), presented the 2008-09 Annual General Education Report as requested annually by the UAPC. Activities undertaken by the UGEC in the past year included implementation of a policy requiring satisfaction of the Quantitative Reasoning A requirement before students are eligible to take a Quantitative Reasoning B course; central contributions to UW-Madison's successful reaccreditation project documents and site visit; and development of a plan for an assessment of student learning in Communication A courses. Future projects include establishing the baseline data needed for the assessment of Communication A courses and planning for an assessment of learning outcomes in ethnic studies courses. More detailed information is available at the UGEC web site: <http://www.ls.wisc.edu/gened/AssessmentReports.htm>.

E. Annual Report from the University Assessment Council

Mo Noonan Bischof, co-chair of the University Assessment Council (UAC) and assistant vice-provost, presented the council's full report and described the role of the UAC in terms of coordinating assessment activities as well as providing some limited funding for assessment initiatives (including the assessment of general education). An overview of assessment activities was included as part of the reaccreditation documentation, and based on that information the reaccreditation site visit team saw that assessment is taken seriously at UW-Madison. Future plans are to enhance professional development for staff engaged in assessment activities, to integrate assessment into the concept of the "Wisconsin Experience," and to update the 2003/2008 University Assessment Plan. Annual reports and other information about student learning assessment are posted on-line at <http://www.provost.wisc.edu/assessment/>.

F. Annual Grade Distribution Report

The UAPC reviewed an annual report on grade distributions showing the distribution of grades in undergraduate courses with multiple sections. The report highlights sections within the same course that have different grading patterns. This analytic presentation is used because it reflects concerns raised by past UAPC members about a potential fairness issue if the grade seems dependent on the section. Discussion focused on the need for departments to recognize these distribution differences as problems. There were no specific recommendations made for new actions. The grade distribution report was sent to the departments that have courses included in the report. The report is posted at http://www.apa.wisc.edu/degrees_grades.html.

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G. *Centers and Institutes*

By UAPC guidelines established in 2004, a review of the list of centers is to be conducted every five years, and that review was due in 2009-10. Before initiating a review, a subcommittee of the UAPC was charged to review and discuss the centers and institutes guidelines. The review of centers to be conducted every five years was intended to determine if all of the formally approved centers are still viable and vibrant and if additional centers are ready for approval. In addition, there is a need to know more about each center, such as physical space used, activities conducted, and purpose. A subcommittee of the UAPC was appointed in December 2009 to review the current guidelines in advance of a review of the list of centers and institutes. The subcommittee's work will be finalized over the summer and early in the 2010-11 academic year. The subcommittee membership includes Judith Burstyn (chair), Dan Schaefer, Mary Ray, Ron Kalil, Elaine Klein, and Erik Paulson.

H. *Annual Report on Program Review and Low-Enrollment Majors*

The annual report on program review included the UAPC policy on program review and low-enrollment programs, a process overview flowchart, and the 2009 annual report to UW System Administration on program review and program planning. In summary, most academic programs have been reviewed in the past ten years, and most of those that have not been reviewed have a review in process or have a review scheduled. Several special reviews were to be conducted in 2009-10. Most of those are for low-enrollment programs that require a report from the dean to the provost by the end of the 2009-10 academic year. Detailed program review guidelines and annual reports are available on line at http://apa.wisc.edu/acad_plng_ProgramReview.html.

I. *Revised Program Review Guidelines and Low-Enrollment Guidelines*

Program review guidelines were formally established by the UAPC in 1995. A revision of the 1995 guidelines was requested at the March 2008 UAPC meeting when UAPC members recommended that program student learning outcomes and the Wisconsin Experience be integrated into program review guidelines. In 2009-10, the council discussed drafts of revised guidelines at four meetings. Key features of the program review process are:

- All programs are to be reviewed at least once every ten years (same as 1995);
- The Office of the Provost and Academic Planning and Analysis monitor program reviews and oversee the process (same as 1995);
- Deans are responsible for the review of programs in their school/college (same as 1995);
- Low-enrollment programs are flagged for special attention and review in the year that they go into low-enrollment status (same as 1995);
- Deans are expected to summarize the findings of a program review for program faculty and to send that summary report to the provost as part of the annual report on program review (new);
- Program review guidelines now apply to certificate programs as well as majors (new);
- Program review should examine alignment with institutional strategic priorities and the Wisconsin Experience practices (new);
- Self-study guidelines are provided for use by schools and colleges that have not developed their own guidelines (new).

The threshold for low-enrollment status was discussed at length. For most programs, the existing threshold for identification as low-enrollment – fewer than five degrees in five years – will remain in place. For undergraduate programs that are offered at more than half of the UW campuses, a higher threshold – 25 degrees in five years – will apply. The system-wide standard for undergraduate programs that are offered

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at more than half of the UW campuses was included to align UW-Madison standards with UW System standards adopted by the Board of Regents in June 2010. Currently, no UW-Madison programs are low-enrollment at the system-wide threshold, and because these tend to be programs that have high enrollments, UW-Madison programs are unlikely to be adversely impacted by aligning the UW-Madison and system-wide policies.

The revised program review guidelines are appended to this report. They are posted on-line at http://www.apa.wisc.edu/acad_plng_ProgramReview.html.

J. Revised Guidelines for Joint Reviews

Joint reviews are conducted five years after initial implementation of a new academic program. They are referred to as “joint reviews” because they are conducted jointly between UW-Madison and UW System Administration. The council reviewed and adopted revised guidelines to create a single document that combined current UW System guidelines and recent UAPC actions related to the joint reviews. Changes included specifications for expanded composition of joint review committees, a statement of the responsibilities of the committee chair, the requirement that the committee provide a formal recommendation to continue the program, clarification that the program faculty are responsible for conducting the self-study, and guidance for a range of possible outcomes of the review. The guidelines are made available to units that have programs scheduled for a joint review. The guidelines are posted on-line at <http://www.apa.wisc.edu/acadprogchg.html>.

K. Course Guide

UAPC received demonstration of the Course Guide that went live in June 2009. The Course Guide, inspired by the Biological Sciences Course Guide, is a cross between the course schedule information and the undergraduate/graduate catalogs, with added student-friendly functionality and features made possible in the on-line environment. Future improvements include the coordination between students/advisors and departments to create “favorites” lists (e.g., “Math courses for non-math majors”) and a merger with enrollment functions to replace the now-separate “Schedule of Classes.” The Course Guide Advisory Committee will be exploring options on how to collect instructor-provided content to enhance information available on Course Guide (e.g., syllabus, video clip, research, etc.). UAPC members discussed the pros and cons of having such a rich source of information readily accessible and, as a result of that discussion, the Course Guide Advisory Committee has been asked to explore this topic in more depth.

L. Academic Misconduct Transcript Notation

Representatives of the Office of the Dean of Students and the Office of the Registrar met with the UAPC for a preliminary discussion about adding a notation to the transcript for cases of academic misconduct. This will be an on-going topic for discussion in 2010-11.

III. Academic Program Changes Approved, July 2009 through June 2010

The University Academic Planning Council considered and recommended the formal academic actions listed below. Frequently, the UAPC considers these formal academic actions in the context of broader academic planning discussions. In 2009-10, those broader discussions included discussions about the conduct of joint reviews and program reviews.

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A. *Majors and Degrees*

Entitlement to Plan

Undergraduate major, Environmental Studies, Nelson Institute for Environmental Studies and College of Letters and Science

Joint Reviews Completed

BS-Engineering Physics, Department of Engineering Physics, College of Engineering

MFA-Creative Writing, Department of English, College of Letters and Science

PhD-Second Language Acquisition, Language Institute, College of Letters and Science

Discontinued

MS/PhD in Environmental Monitoring, Nelson Institute for Environmental Studies

BS-Clinical Laboratory Science, School of Medicine and Public Health

Renamed/Restructured

Undergraduate major, Agricultural Journalism renamed Life Sciences Communication, Department of Life Sciences Communication, College of Agricultural and Life Sciences

Merger of four undergraduate degrees (BS-Natural Sciences, BS-Natural Resources, BS-Agricultural Sciences, BS-International Agriculture and Natural Resources) into a single Bachelor of Science degree, College of Agricultural and Life Sciences

Undergraduate major in Women's Studies renamed Gender and Women's Studies, Department of Gender and Women's Studies, College of Letters and Science

Master of Arts-Women's Studies/Gender Studies degree and major renamed Master of Arts-Gender and Women's Studies, Department of Gender and Women's Studies, College of Letters and Science

The academic and administrative home of the MS-Medical Genetics transferred from the Department of Medical Genetics to the Department of Pediatrics, both in the School of Medicine and Public Health

Admissions Suspended

BS-Agricultural Education, College of Agricultural and Life Sciences (follow-up report required by October 2013)

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B. *Options and Sub-majors*

New

MS-Statistics, Option: Biostatistics, Department of Statistics, College of Letters and Science

MS in Business: Real Estate and Urban Land Economics, Option: Global Real Estate Masters (GREM),
School of Business

C. *Certificates*

New

Certificate in Entrepreneurship (for undergraduates), Department of Management and Human
Resources, School of Business

Renamed/Restructured

Cytotechnology Certificate (and program) transferred from School of Medicine and Public Health to the
Department of Genetics, College of Agriculture and Life Sciences

Certificate in Women's Studies at the Undergraduate Level renamed Certificate in Gender and
Women's Studies at the Undergraduate Level, Department of Gender and Women's Studies, College of
Letters and Science

Certificate in Women's Studies at the Graduate Level renamed Certificate in Gender and Women's
Studies at the Graduate Level, Department of Gender and Women's Studies, College of Letters and
Science

D. *Academic Departments*

New

Dance Department, School of Education

E. *Course Subject Listings (Timetable Departments)*

New

Pharmacy, School of Pharmacy

Discontinued

Agricultural Library, College of Agricultural and Life Sciences

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F. *Centers and Institutes*

Established

Mayrent Institute for Yiddish Culture, in the Mosse/Weinstein Center for Jewish Studies, College of Letters and Science

J.F. Crow Institute for the Study of Evolution, Department of Genetics, College of Agriculture and Life Sciences

Renamed/Restructured

Women's Studies Research Center renamed Center for Research on Gender and Women, Department of Gender and Women's Studies, College of Letters and Science

IV. Future Issues

The UAPC will continue to address issues relevant to its purpose of advising the chancellor and provost on university academic program issues. These issues are expected to continue to include overseeing program review policies, general education requirements, monitoring assessment of student learning, and reviewing academic policies. Topics anticipated for 2010-11 include a review of centers and institutes, consideration of guidelines for sequential and dual degrees with international universities, and transcript notations of academic misconduct.

V. Summary

In 2009-10 the UAPC addressed academic issues relevant to many aspects of its purpose as defined by *Faculty Policy and Procedures*: accreditation, program review, joint reviews, general education, obsolete courses, the course proposal process, and Course Guide. As part of its responsibility for appropriate review and consideration of requests for new programs, the UAPC acted on a large number of academic program proposals as listed above.

VI. University Academic Planning Council Membership 2009-2010

Standing Members

Carolyn "Biddy" Martin (chancellor)
Paul DeLuca, Jr. (provost), Chair
Martin Cadwallader (dean, Graduate School)

Administrative Member Appointed by the Provost

Gary Sandefur, dean of the College of Letters and Science

University Committee Representative

Judith Burstyn, Chemistry

Academic Staff Executive Committee Appointee

Mary Ray, Law School

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Divisional Committee Appointees (Term Expires)

Chris DeMarco, Electrical and Computer Engineering, Physical Sciences Division (2011)

Gary Green, Community and Environmental Sociology, Social Studies Division (2012)

Ronald Kalil, Ophthalmology and Visual Sciences, Biological Sciences Division (2013)

Jon McKenzie, English Department, Arts and Humanities Division (2010) (completing T. Schaub's term)

University Committee Faculty Appointees (Term Expires)

*Lisa Forrest, Surgical Sciences (2011)

*Kenneth Potter, Civil and Environmental Engineering and Nelson Institute (2013)

Daniel Schaefer, Animal Science (2012)

Wendy Way, Human Ecology (2010)

**also a member of the Campus Planning Committee*

ASM Student Appointee (nonvoting, one-year appointment)

Erik Paulson