TO: Programs Committee Members

FROM: Carolyn Kelley, Chair

RE: Welcome to the Programs Committee

Welcome to the School of Education Programs Committee for the 2012-13 academic year. Your name has been submitted by your Department Chairperson as your Department's faculty representative to the Committee. We greatly appreciate your willingness to serve.

MEETING SCHEDULE
Programs Committee meetings are held once a month, usually on the third Friday afternoon of the month from September through May. Please see the attached schedule for this year's meeting dates/time/place and agenda deadlines. Meetings begin promptly at 12:30 p.m. and adjourn when business is concluded, usually by 2:00 p.m. but sometimes we may need to extend that time to accomplish all that is required.

POLICY DOCUMENTS
Attached are several policy documents concerning the Programs Committee. In addition, the Divisional Committee course proposal instructions/forms used by the Programs Committee will be a helpful reference when reviewing course proposals throughout the year. Forms and instructions are available at www.secfac.wisc.edu/divcomm/courses/CourseProposals.htm.

Please share this information with others in your Department, as appropriate. If you have questions, contact Jeff Hamm at 5-2745; if you have problems with the attachments contact Tammi PM at 2-1763.

Handbook Attachments:

- 2012-13 Programs Committee Meeting Schedule
- Ad Hoc Divisional Committee Schedule, 2012-13
- 2012-13 Programs Committee Membership
- Procedures for Programs Committee
- Policy and Charge to the Programs Committee
- Programs Committee Departmental Office Contact List
- Approval Flowchart
- Contact Information

September Meeting Materials Portfolio:

- Minutes: May 18, 2012
- Agenda: September 21, 2012
- New Course Proposal-Art 393: Internships in Art
- Certificate in Studio Art, Undergraduate
- New Course Proposal- Kinesiology 742:240 Methods of Teaching Invasion Games and Sports
- ELPA: Named Option Global Higher Education Masters
- ELPA: Named Option Executive PhD.