Procedures for the School of Education Programs Committee

MEETING SCHEDULE
Programs Committee meetings are held once a month, usually on the third Friday afternoon of the month from September through May. See the attached schedule for this year's meeting dates, time, and location, as well as agenda item submission deadlines. Meetings begin at 12:30 p.m. and adjourn when business is concluded, usually by 2:00 p.m.

MEETING QUORUM
A simple majority (more than 50 percent) of the voting members must be present at Programs Committee meetings to vote on proposals. Department representatives who are unable to attend should identify a substitute from her/his department and notify Tammi Pekkala Matthews at 262-1763 or pekkalamatth@wisc.edu prior to the meeting.

AGENDA ITEMS
Departments should submit all agenda items, including proposals and related documentation, **through the new workflow process at least three weeks before the scheduled meeting date**. Programs Committee staff will review materials in advance and will confer with the author if proposals are incomplete or require correction. . (See attachment for meeting dates and item submission deadlines.) Materials received after the submission deadline will be held over for the next meeting. The meeting agenda, proposals, and accompanying materials will be distributed to members at least one week before the meeting date.

Programs Committee members expect that someone knowledgeable about the course or program proposal will be present at the Committee meeting to address questions. Occasionally a change is so minor or the Department representative so knowledgeable that no additional individual need be present. Note that, in cases where important questions cannot be addressed, proposals are likely to be tabled (held).

COURSE PROPOSALS
NEW! Standard course approval process:

1. **Proposer:** Anyone with access to the online course proposal process system can initiate a course proposal. Once the proposal is finalized, submit the proposal and it will advance in the workflow.
2. **Review by the subject owner:** Once the proposer submits the course proposal, the department/program that houses the course's subject listing (that is, the subject owner) will receive email notification of the proposal. The subject owner's chief academic officer (that is, the department/program chair) or designee will shepherd the proposal through the review by the subject owner's governance body (or bodies). If there are questions, the subject owner will contact the proposer, either by using the comments feature within the online course proposal process system or by communicating outside the system. The subject owner may choose to put a hold on the proposal until questions are resolved. Once the subject owner approves the proposal, the proposal will advance in the workflow. This constitutes Departmental approval, no transmittal letter required.
3. **Review by the school/college:** Once the subject owner approves the proposal, the school/college will receive email notification of the proposal. The proposal will be reviewed

by the school/college approval committee. If there are questions, the school/college will typically use the comments feature within the online course proposal process system, which will generate an email to the proposer and the subject owner. Communication may also happen outside the system. The school/college may choose to put a hold on the proposal (proposal is tabled) until questions are resolved. Once the school/college approves the proposal, the proposal will advance in the workflow. This constitutes Deans Office approval, no transmittal letter required.

4. **Divisional-level review:** Once the school/college approves the proposal, the Ad Hoc Interdivisional Curriculum Committee will review the proposal. If there are questions, the Ad Hoc Interdivisional Curriculum Committee will typically use the comments feature within the online course proposal process system, which will generate an email to the proposer, the subject owner, and the school/college. Communication may also happen outside the system. The Ad Hoc Interdivisional Curriculum Committee may choose to put a hold on the proposal until questions are resolved. When the Ad Hoc Interdivisional Curriculum Committee approves the proposal, the proposal will advance in the workflow.
   Note: the Ad Hoc Interdivisional Curriculum Committee will review all course proposals from all divisions during the 2012-13 academic year; divisional committees will not conduct course review during this time. The ad hoc committee will make a recommendation to the Faculty Senate in spring 2013 on whether such an interdivisional curriculum committee should become a permanent body.
5. **Processing by the Registrar's Office:** After the Ad Hoc Interdivisional Curriculum Committee approves the proposal, the Registrar's Office will input the course information to ISIS. This is the final step in the course proposal process.

Proposers may wish to review these websites for guidance on syllabus construction: https://tle.wisc.edu/solutions/course-management/creating-exemplari-syllabi; http://www.theideacenter.org/sites/default/files/Idea_Paper_27.pdf; http://teaching.berkeley.edu/bgd/syllabus.html; http://mendota.english.wisc.edu/~WAC/category.jsp?id=8. Associate Dean Jeffrey Hamm is available for consultation if there are questions about a course proposal.

PROGRAM PROPOSALS

All program proposals—that is, new programs, program changes, and program deletions—must be approved by the Department and then by the Programs Committee, but are not reviewed by the Divisional Committee. Occasionally program proposals may require additional approvals or notifications—e.g., by the University Academic Planning Council (UAPC), Graduate Faculty Executive Committee (GFEC), Faculty Senate, University of Wisconsin System, and even the Regents. When such additional approvals are required, Jeff Hamm will work with departments to ensure that proposals are submitted according to established University procedures and formats and within deadlines.

Proposers of new programs or substantial program changes are encouraged to submit draft proposals to the Programs Committee for initial review and feedback in the planning stage, when potential issues can be identified and proposals strengthened. **Most recent Programs Committee practice has been to review new programs or major program changes at two separate meetings; departments should anticipate this as they consider schedules and time lines.**

Note the instructions below regarding the format to be used and questions to be addressed for program proposals. This format facilitates discussion by the Committee. Remember that most members reading a proposal will not necessarily be familiar with Department programs, so proposals should be clear and complete. Program proposals must

(1) indicate, through a side-by-side comparison (two separate documents may be used), the current program and the proposed program;
(2) highlight the major changes, explain and justify the changes, link the changes to the mission of the department/program and the School of Education, and indicate the effective date of the changes and the student population affected;
(3) describe the anticipated impact of changes on students, staff, overall resources, and other

departments or schools/colleges;

(4) indicate any possible disproportionate effects on a particular group of students (e.g., low income students, women, students of color, returning adults) and, if such a group is affected, provide a rationale or plan for insuring equity;

(5) note issues that were raised at the departmental level that might also be appropriately considered by the committee.

DIVISIONAL COMMITTEE DEADLINES

See the attached schedule for Ad Hoc Divisional Committee submission deadlines. Please note that Divisional Committee deadlines in the spring will preclude review of course proposals approved at the April and May Programs Committee meetings. Plan on these proposals being considered at the fall Divisional Committee meetings.

TIMETABLE DEADLINES

Following Divisional Committee meetings, approved course actions will be reported by the Divisional Committee Office to the Timetable and Classroom Scheduling (TACS) Office to be included in the campus Course Schedule. To meet the Department's requested effective date, this communication must occur no later than the deadline for final Course Schedule updates as established by TACS. Approved course actions for spring will be audited in early fall and published in late October, actions for summer will be audited in late fall and published in January, and approved course actions for next fall will be audited winter/spring and published in March.