

February 9, 2021

TO: Gary Diffee, Chair, Department of Kinesiology

 Andrea Harris, Chair, Department of Dance

 Jim Wollack, Chair, Department of Educational Psychology

FROM: Diana Hess, Dean, School of Education

RE: SoE Academic Planning Council Self-Study Charge

Thank you for agreeing to serve on the review committee for the self-study of the School of Education’s Academic Planning Council (APC). As you know, the University of Wisconsin-Madison Faculty Policies and Procedures requires that the APC conduct a self-study at least every five years to assess the committee’s effectiveness as a faculty voice and its compliance with [Faculty Policies and Procedures 3.08](https://policy.wisc.edu/library/UW-803#Pol803_3_08). We appreciate your willingness to conduct the self-study. Gary Diffee has agreed to chair the committee, and Maddie Sychta will provide staff support.

The self-study should include a review of the recommendations in the 2016 self-study and a discussion of how those recommendations were addressed. It should include a description of the structure, role and functioning of the SoE APC and its relationship to other governance bodies in the School, and should make recommendations for changes needed to improve the role and functioning of the committee. Typical self-study reports are about three to five pages long.

The report should be presented to the APC for review and approval no later than the May 19th meeting. After APC approval, the report will be transmitted to the Dean, SoE faculty, and the University Committee per campus policy. Attached for your information please find notes from the discussion of the self-study at the December 2020 APC meeting, the previous self-study completed in 2016, and an example of a self-study completed by the College of Letters & Science.

If you have questions or need additional information, please direct them to Maddie Sychta, Academic Planner, at sychta@wisc.edu.

Sincerely,

Diana Hess, PhD

Dean

Karen A. Falk Distinguished Chair of Education

CC: Carolyn Kelley, Senior Associate Dean, School of Education

 Elizabeth Jach, Policy and Planning Analyst, School of Education

 Maddie Sychta, Academic Planner, School of Education