

PROGRAMS COMMITTEE

Welcome to the School of Education Programs Committee for the 2021-22 academic year. Your name has been submitted by your department chairperson as your department’s representative to the Committee. We greatly appreciate your willingness to serve.

Please find below important policies, procedures, and timelines related to Programs Committee operations as well as the development of course and program proposals. Several other documents, most referenced in this memo, are also attached.

**MEETING SCHEDULE**

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

**COMMITTEE CHARGE**

The School of Education faculty as a whole has delegated the responsibility for the review of all proposed new courses, new programs, and revisions of existing courses and programs to the School’s Programs Committee. The Committee may initiate proposals for change that are then referred to another appropriate department or committee for further action, or the Committee itself may elect to pursue a particular course of action. In fulfilling these functions, Committee members serve as liaisons to provide feedback between departments and the Committee. Other review bodies, including the faculty, the Chancellor’s Office, and System Administration, assume that the actions of the Programs Committee represent informed professional judgement in accordance with School and University policy. Actions taken by the Programs Committee are subject to faculty and administrative review at all levels.

The Committee specifically has the responsibility to

1. Review and approve all proposed new courses, course changes, or course deletions;
2. Review and approve all development, revisions, and suspension or deletion of academic programs, including programs of advanced studies;
3. Review and approve changes in criteria, policies, and procedures for admission to School of Education programs;
4. Review and approve school-wide academic policies and initiatives significant to the academic life of students under the purview of the faculty of the School of Education; such as policies concerning degree requirements, academic standing, graduation with honors, satisfactory progress, and grievance and appeal procedures;
5. Consider impacts of Wisconsin Department of Public Instruction and Wisconsin Department of Regulation and Licensing regulations and legislative initiatives and, as necessary, review and approve changes in programs that lead to professional certification or licensing;
6. Monitor field experience courses, including practica, student teaching, internship assignments, and all clinical experiences of the various professions.

Voting membership of the Committee includes one faculty member from each department, one SoE undergraduate student, and one SoE graduate student. The Dean selects the Committee chair. Any changes that significantly alter the content or standards of existing courses or programs must be reviewed by the Programs Committee. The University Curriculum Committee provides guidelines and documents for new course, course change, or course deletion proposals. Proposals for new programs or degrees are reviewed by the Programs Committee, the SoE Academic Planning Council, the Graduate Faculty Executive Committee (for graduate programs) and the University Academic Planning Council, following System approval to plan. The Committee advises the Dean whether such proposals shall be forwarded for campus review and approval. The Committee increasingly reviews for compliance with syllabus and Lumen form requirements, and compliance with the Guide format and content guidelines from APIR, GFEC, UAPC, and UCC.

**MEETING MATERIALS**

The meeting agenda, proposals, and accompanying materials will be distributed to Committee members one week before the meeting date both by email and in the Programs Committee Box folder. The agenda and materials will also be made public on the Programs Committee webpage. Please contact Maddie Sychta, Academic Planner, (sychta@wisc.edu) if you are unable to access the materials.

**MEETING QUORUM**

A simple majority (more than 50 percent) of the voting members must be present at Programs Committee meetings to vote on proposals; this is usually seven (7) members. A quorum is required to conduct Committee business, so it is critical that department representatives identify a substitute from their department and notify Maddie Sychta, Academic Planner, (sychta@wisc.edu) preferably two days prior to the meeting if they are unable to attend.

**AGENDA ITEMS**

Departments are asked to submit all agenda items at least two weeks before the scheduled meeting date. This allows Programs Committee staff to review materials in advance and confer with the author if proposals are incomplete or require revision. (See attachments for meeting dates and item submission deadlines.) Materials received after the submission deadline will usually be held for the next meeting.

Programs Committee members expect that someone knowledgeable about the course or program proposal will be present at the meeting to address questions. Occasionally a change is so minor, or the department representative is familiar with the change such that no additional individual need be present. In cases where important questions cannot be addressed, proposals are likely to be tabled.

**ADMINISTRATIVE ACTIONS**

The Programs Committee uses the section “Administrative Actions” to describe and account for administrative changes made by the Dean’s Office. These changes are non-governance items; they do not require Committee approval. This section exists as a record to account for such changes.

The Administrative Actions portion of the agenda includes changes such as: the withdrawal of a course proposal, fixing a broken link, edits to address spelling and grammar mistakes or to update and clarify language, minor changes made to comply with existing University policy, licensing information, or accreditation requirements, formatting issues, updates to contact information, .

**CONSENT AGENDA**

The Programs Committee uses a “Consent Agenda” to facilitate rapid disposition of “routine” or “non-controversial” matters. The previous meetings minutes are reviewed as a consent agenda item. These agenda items are considered as a group, without debate or amendment. Any item may be reviewed instead as part of the regular agenda at any member’s request.

Items to be considered for the consent agenda typically involve items such as: subject code, course number, title, crosslist status, course description, course deletions, requisites, LAS designation or level, L&S breadth or literature requirement designation, general education designation, or minor program changes, including courses added to meet an already existing requirement or course requirement revisions driven by course changes or deletions in other departments, changes to admissions information, and changes related to the Graduate School Tracking System (GSTS) project. Please see the attached agenda template document for more information about the Committee agenda.

**COURSE PROPOSALS**

1. *Development of a course proposal:* All faculty and staff with appointments in academic divisions are automatically able to access the online Lumen system to initiate a course proposal. Once the proposal is finalized, it is submitted and advances in Workflow. Consult the [Lumen KnowledgeBase](https://kb.wisc.edu/lumen/) (KB) for detailed information on the online course proposal process. Academic Planner Maddie Sychta (sychta@wisc.edu), or Senior Associate Dean Adam Nelson (adam.nelson@wisc.edu) are available for consultation about course proposals.

The University Curriculum Committee (UCC) carefully reviews course syllabi. Proposers may wish to review [this website for additional information on syllabus design](https://teachlearn.provost.wisc.edu/course-syllabi/). Please see the attached course syllabus checklist document for a list of items that *must* be on a syllabus.

1. *Review by the subject owner:* Once the proposer submits the course proposal, the department/program that houses the course’s subject listing will receive email notification of the proposal. The subject owner’s chief academic officer, usually the department chair or designee will guide the proposal through departmental approval. If there are questions, the subject owner will contact the proposer, either by using the comments feature in Lumen or by communication outside the system. The subject owner may choose to hold the proposal until questions are resolved. Once the subject owner approves the proposal, it will advance in Workflow. [See this KB for more information about course proposal Workflow](https://kb.wisc.edu/lumen/78280). This constitutes departmental approval and no transmittal letter is required.
2. *Review by School/College:* When the subject owner approves the proposal, the School/College will receive email notification of the proposal. The proposal will be reviewed by Dean’s Office staff and the Programs Committee. Dean’s Office staff review the proposal and syllabus before the meeting to ensure it is ready for Committee consideration. Following the meeting, Committee support staff will communicate any questions or requests for revision with the appropriate party. The course may be rolled back to the proposer to allow them to make changes if needed. The proposer will resubmit the proposal once changes have been made, and it will be advanced through the system. If the Programs Committee has questions that cannot be answered by the department representatives at the meeting, the Committee may choose to table the proposal until questions are resolved. Once the Committee approves the proposal, it will advance in Workflow. This constitutes Dean’s Office approval, and no transmittal letter is required.
3. *Review by the University Curriculum Committee (UCC):* Upon School/College approval, the office of Academic Planning and Institutional Review (APIR) and UCC will review the proposal. APIR will typically use the comments feature within Lumen for questions or comments, generating an email to the proposer, the subject owner, and the School/College. Dean’s Office staff will coordinate with the proposer and/or subject owner to resolve any questions or comments. APIR may hold a proposal until questions are addressed. After APIR approves a proposal, it will be placed on the UCC agenda. UCC may have additional comments, questions, or requests for revision and can table the proposal until their concerns are addressed. Once UCC approves the proposal, it will advance in Workflow.
4. *Processing by the Registrar’s Office*: After UCC approval, the Registrar’s Office will input the course information to SIS. This is the final step in the course proposal process.

**PROGRAM PROPOSALS**

Any program changes for undergraduate or graduate programs that will change the Guide will need to go through the Lumen system. This includes adding electives, changing credit numbers, changing official names, program discontinuations or suspensions, admission related actions, etc.Proposals are created and approved by the department before they are sent to the Dean's Office. Dean's Office staff will work with departments to refine and clarify proposals in order to meet expectations set by APIR. Programs Committee members are responsible for understanding the proposal process in order to serve as a reference and to guide their department through the proposal process.

All program proposals—that is, new programs, program changes, and program deletions—must be approved by the Department and then by the Programs Committee. New program proposals and substantial changes to existing programs must also be approved by the SoE’s Academic Planning Council. Graduate program proposals must be reviewed by the Graduate Faculty Executive Committee (GFEC). Occasionally program proposals may require additional approvals or notifications. When such additional approvals are required, the program proposal will be forwarded to the appropriate committee within the Lumen system. Proposers of new programs or substantial program changes are encouraged to utilize the reference materials compiled by the Dean's Office in order to identify and address any potential issues in the planning stage. Questions regarding program proposals can be directed to Academic Planner Maddie Sychta (sychta@wisc.edu), Policy and Planning Analyst Elizabeth Jach (ejach@wisc.edu) or Senior Associate Dean Adam Nelson (adam.nelson@wisc.edu).

**UNIVERSITY CURRICULUM COMMITTEE & UNIVERSITY ACADEMIC PLANNING COUNCIL DEADLINES**

See the attached 2021-2022 Guide Deadlines for Departments document for UCC and UAPC submission deadlines. These meeting dates are subject to change and may be cancelled for lack of agenda items. Please note that UCC deadlines in the spring may preclude review of course proposals approved at the April and May Programs Committee meetings. Plan on these proposals being considered at the fall UCC meetings.