

**UNIVERSITY CURRICULUM COMMITTEE
ANNUAL REPORT FOR 2016-2017**

I. Functions and Meetings

The functions of the University Curriculum Committee are specified in Chapter 6.53 of FPP as follows:

APPROVAL OF COURSES. Proposals for new credit courses, or for modifications of or discontinuation of existing credit courses, shall be approved by the department (or department-like body), then by the school or college, and finally by the University Curriculum Committee.

REVIEW OF COURSE OFFERINGS. The University Curriculum Committee may review and recommend the alteration or discontinuance of existing credit courses, and the establishment of new courses.

ADVICE ON EDUCATIONAL POLICY AND PLANNING. On its own initiative or on request, the University Curriculum Committee may advise the chancellor, provost, deans, or other administrative officers of the university on educational policy and planning and their implementation.

In 2016-2017 the committee met 16 times on the second and fourth Fridays of the month on the following dates: September 9, September 23, October 14, October 28, November 11, December 9, 2016, January 13, January 27, February 10, February 24, March 10, March 24, April 14, April 28, May 12, May 26, 2017.

Agendas and minutes for UCC meetings are available from the Office of Academic Planning and Institutional Research and are posted on-line at <http://apir.wisc.edu/uccmeetings.htm> .

II. Approval of Courses

One of the major functions of the UCC is to review proposals to create new, change existing or discontinue courses. In 2016-2017, the UCC reviewed 501 course proposals. Overall, the number of proposals was down from recent years. This is likely due to two major initiatives: the implementation of the obsolete course policy and the course requisite clean-up project (described below, section III).

Of the proposals submitted:

- 215 were new course proposals
- 237 were course change proposals
- 49 were course discontinuation proposals

	Change	Discontinue	New	Total
Accounting and Info Systems	2			2
Actuarial Science			1	1
African Languages & Literature	1		6	7
Agricultural and Applied Econ	2		2	4
Agroecology	1		1	2
Agronomy	1			1
American Indian Studies			1	1
Anthropology	1		1	2
Art Department	1			1
Art History	3		1	4
Atmospheric & Oceanic Sciences			1	1
Biochemistry	1		1	2
Biological Systems Engineering	2			2
Biology	5			5
Biomedical Engineering			1	1
Biostatistics & Med Informatic			6	6
Botany	1			1
Cell and Regenerative Biology			4	4
Chicana/o & Latina/o Studies	1			1
Civil and Environmental Engr	4		3	7
Civil Soc & Community Studies	4		2	6
Classics			2	2
Collaborative Nursing Prgm	2			2
Communication Arts	7	1	4	12
Communication Sci. & Disorders	9			9
Community & Environmental Soc	1			1
Computer Sciences	7	2	6	11
Consumer Science	2			2
Counseling Psychology			1	1
Curriculum and Instruction	5	1	6	12
Dairy Science			2	2
Dance			1	1
Design Studies	5		4	9
Economics	1		1	2
Ed Leadershp & Policy Analysis	1		3	4
Educational Policy Studies	1		3	4
Educational Psychology	2		2	4
Electrical and Computer Engr	1	6	2	9
Emergency Medicine			4	4
Engineering Physics			1	1

	Change	Discontinue	New	Total
English	2		1	3
English as a Second Language			1	1
Engr Mechanics & Astronautics	8			8
Envir St - Gaylord Nelson Inst	2		1	3
Family Medicine	1	1		2
Farm & Industry Short Course	1		1	2
Folklore	1			1
Gender And Womens Studies	1		1	2
Genetics	9	1	2	12
Geography	2		2	4
Geoscience			2	2
German	1			1
Greek (Classics)			1	1
Hebrew - Biblical			1	1
History	7		2	9
History of Science			2	2
Horticulture		1	1	2
Human Devel & Family Studies	4		1	5
Human Oncology		1		1
Industrial & Systems Engr	2			2
Integrated Arts			7	7
Integrated Science			11	11
Interdis Courses (Sohe)		2	3	5
Italian (French And Italian)			1	1
Journ And Mass Communication	6		4	10
Kinesiology			4	4
La Follette School Pub Affairs			1	1
Languages & Cultures Of Asia	1			1
Legal Studies	2			2
Library & Information Studies	5		7	12
Life Sciences Communication	8			8
Literature In Translation		1	4	5
Management And Human Resources	2		1	3
Marketing	1		1	2
Materials Sci and Engineering			3	3
Mathematics	18			18
Mechanical Engineering			1	1
Medical Genetics	1			1
Medical History and Bioethics			1	1
Medical Microbiol & Immunology	1			1
Medical Physics			1	1

	Change	Discontinue	New	Total
Medical Sciences - Med School			6	6
Medicine		5	2	7
Microbiology	2		1	3
Music			1	1
Music-Performance	2			2
Neuroscience Training Program	2		1	3
Nuclear Engineering	1			1
Nursing	2		10	12
Nutritional Sciences	1		4	5
Obstetrics And Gynecology			1	1
Occupational Ther (Dept-Kines)			7	7
Oncology			1	1
Pediatrics	1	2	2	5
Pharmaceutical Sciences	5	1		6
Pharmacy			2	2
Pharmacy Practice	2	2	4	8
Philosophy	2			2
Physical Therapy	1			1
Political Science	6	1	6	13
Population Health Sciences	4	2	4	10
Psychology	25	17	1	43
Real Estate & Urban Land Econ			2	2
Rehab Psych & Special Educ	1		1	2
Religious Studies	1		7	8
Social & Administrative Pharm	3	1	1	5
Social Work	8		1	9
Sociology			1	1
Soil Science	2			2
Spanish (Spanish And Portug)	2		2	4
Surgery		1	2	3
Zoology	4		3	7
Grand Total	237	49	215	501

III. Policy and Initiatives

Expanding Communication about Curricular Matters

The committee met with Provost Sarah Mangelsdorf in October to discuss the committee's work and challenges related to credit hour requirements. In the absence of new policy, there is no clear way to make comparisons with traditional, lecture-based courses and apply the credit hour rules in a consistent way across a range of pedagogical formats. The committee is trying to figure out how to get in front of these issues. Provost Mangelsdorf observed that the UCC is fairly new and that the UCC should reasonably be expected to offer policy recommendations to fill such gaps.

In December, Steve Cramer, Vice Provost for Teaching and Learning, and Mo Bischof, Associate Vice Provost for Assessment, met with the committee to discuss best practices, standards, and policy related to teaching, learning, and courses. Higher education generally and UW-Madison specifically are moving to a more student-centric learning environment and increased active learning. The discussion focused on the credit hour issues and expectations of substantive interaction between instructors and students.

The first of what will be regular Fall and Spring semester meetings of the chairs and coordinators of the school/college curriculum committees and the members of the UCC was held in April. The group discussed the status of the new course proposal system, the creation of a campus credit hour policy and ways to improve communication among curriculum committees. It was decided that getting together each fall and spring semester to discuss common issues and concerns would foster better communication among the committees.

Evaluating Student Participation

The committee discussed at length and circulated to the school and college curriculum committee new guidelines for evaluating student participation and attendance as part of determining grades. Since its inception the UCC has had concerns about how course syllabi are constructed and what is included (and often what is not included). The committee discussion focused on the importance of providing students all of the information they need in order to understand how they will be graded in a course. Discussions on this topic will continue in 2017-18.

Course Attributes Approved

The committee approved policies to support the creation of several new course attributes.

- The workplace experience attribute would allow undergraduates to easily identify courses with immersive workplace experience (e.g. internships, clinical work, cooperatives, practica, student teaching) in the course guide and Guide. Information about the workplace attribute is available at: <https://kb.wisc.edu/vesta/page.php?id=70849>
- Honors course designations have existed for a very long time, but a governance body had not approved them. The UCC approved a policy on Honors Course Designations to codify long standing practices. As of Fall 2017, use of the middle digit 8 will no longer signify honors. Three attributes will identify courses that are honors only, honors optional and honors accelerated. Information about the honors course designations are available at: <https://kb.wisc.edu/vesta/page.php?id=70850>
- A provisional policy for a foreign language course attribute that would identify language learning courses at the first through fourth semesters was approved and will be affirmed in 2017-18. Information about the foreign language attribute is available at: <https://kb.wisc.edu/vesta/page.php?id=73418>

Obsolete Course Policy

Over 1700 courses were inactivated during the first year full year of the obsolete course process. Approved by the UCC in May 2015, the Obsolete Course Policy establishes automatic course discontinuation for courses not taught in eight or more years with a two year extension available by request. This process has proved to be an efficient way of removing dormant courses from course publications in order to provide a clear, accurate representation of curricular offerings. It

has also contributed to shrinking the number of discontinuation proposals the curriculum committees must review. The obsolete course policy is available at: <https://kb.wisc.edu/vesta/page.php?id=53623>

Course Requisite Clean-Up Project

The course requisite clean-up project is well underway. The School of Human Ecology and the School of Pharmacy have completed the review process for all of their courses and are consistently enforcing requisites. A number of large subject listings in the College of Letters and Science (Math, Computer Science, Political Science and Statistics among others) and the College of Agricultural and Life Sciences (Microbiology, Biochemistry, Soil Science) are in the process of completing their review and will have consistently stated and enforced requisites shortly.

Credit Hour Policy

In May, the committee approved a credit hour policy for the campus. The credit hour assignment is a feature of the course; it is established with a course proposal and is maintained across all offerings of the course. Formats and modes of instruction are evolving and the credit hour policy is intended to provide enough flexibility to serve the University as circumstances change and new formats emerge, while also providing sufficient structure to establish academic standards and communicate to all stakeholders how the credit hour standards are met.

The credit hour policy states:

Generally, UW-Madison will follow the federal credit hour definition: one hour (i.e. 50 minutes) of classroom or direct faculty/qualified instructor instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks, or the equivalent engagement over a different time-period.

Alternatively, a credit hour will be defined as the learning that takes place in at least 45 hours of learning activities, which include time in lectures or class meetings, in-person or online, laboratories, examinations, presentations, tutorials, preparation, reading, studying, hands-on experiences, and other learning activities; or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study.

In all cases, learning in for-credit courses is guided by a qualified instructor and includes regular and substantive student-instructor interaction.

The University Academic Planning Council also approved the policy. The full policy text is available at: <https://kb.wisc.edu/vesta/page.php?id=24558>

New Course Proposal System

The UCC was heavily involved in the content and design of the new course proposal form that will be implemented as part of the MARC/Lumen project. Committee members reviewed and made recommendations regarding the questions that will be a part of the new proposal form. The proposal form is currently being developed and will be in use beginning on September 1, 2017.

IV. Future Issues

In the next year the UCC has plans to take up several issues:

- Policy related to variable credit courses
- Use of special topics courses
- Transition from the old to the new course proposal system
- Additional discussion related to grading

V. Summary

The University Curriculum Committee was able to make progress in several policy areas this year. This progress was facilitated by the drop in the number of proposals that needed to be reviewed. The drop in volume is attributable in part to the implementation of policies and procedures that were put in place by the committee over the last few years. The committee looks forward to continuing this trend and devoting more time to its communication outreach efforts with those on campus who are involved with curricular matters. The implementation of a new course proposal process in the upcoming year will likely also improve the efficiency and effectiveness of the UCC.

VI. Curriculum Committee Membership 2016-2017 (term expires)

Each of the four divisions has three representatives who are appointed to staggered 3 year terms.

Ivy Corfis, Spanish and Portuguese (2019)
Ricardo Court, Political Science (2017)
Lee DeBaillie, Engineering Professional Development (2019)
Robert Glenn Howard, Communication Arts (2017)
Barbara Ingham, Food Science (2017)
Daniel Kapust, Political Science (2018)
Amy Moser, Human Oncology (2016)
Leslie Smith, Mathematics (2017) – chair
Mary Thompson, Division of Continuing Studies (2018)
Susan Wenker, Physical Therapy (2017)
Doug Wiegmann, Industrial Engineering (2018) – vice chair
David Wiemer, LaFollette School of Public Affairs (2017)

Michelle Young, Academic Planning and Institutional Research, consultant to the UCC