
University Curriculum Committee Annual Report for 2017-2018

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 2017-2018, the committee met 15 times on the second and fourth Fridays of the month on the following dates: September 8, September 22, October 13, October 27, November 10, December 8, 2017, January 12, January 26, February 9, February 23, March 9, March 23, April 13, April 27, May 11, 2018.

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 2017-2018, the UCC reviewed 822 course proposals. Overall, the number of proposals was up significantly compared to recent years in part due to several department reorganizations that affected course offerings.

Of the proposals submitted:

- 285 were new course proposals
- 487 were course change proposals
- 50 were course discontinuation proposals

Table 1. Counts of Types of Course Approvals by Subject

	Change	Discontinue	New Course	Total
African Languages & Literature	9		3	12
Agricultural and Applied Econ			4	4
American Indian Studies			1	1
Anatomy	4	7		11
Anthropology			4	4
Art	13	1		14
Art Department	12	1	4	17
Art History	1		3	4
Asian American Studies	4		1	5
Asian Lang & Culture: Language			41	41
Asian Languages and Cultures			10	10
Astronomy			1	1
Atmospheric & Oceanic Sciences			2	2
Biochemistry	1			1
Biological Systems Engineering			1	1
Biomedical Engineering	8			8
Biomolecular Chemistry	1	1		2
Botany			2	2
Cell and Regenerative Biology	1			1
Chemical & Biological Engr			1	1
Chicana/o & Latina/o Studies			1	1
Civil and Environmental Engr	4		1	5
Civil Soc & Community Studies	1			1
Classics	2			2
Collaborative Nursing Prgm	2			2
Communication Arts	3			3
Community & Environmental Soc			1	1
Comparative Literature	1			1
Computer Sciences	5		3	8
Consumer Science	1			1
Counseling Psychology	3		5	8
Curriculum and Instruction	3		9	12
Dairy Science	1	1	1	3
Dance	1			1
Design Studies		1	12	13
E Asian Languages & Literature	79			79
East Asian Area Studies	6			6
Economics	1		3	4
Ed Leadershp & Policy Analysis	6		1	7
Educational Policy Studies	2		4	6
Educational Psychology			4	4
Electrical and Computer Engr	4			4
Emergency Medicine	1		5	6
English	2		3	5
English as a Second Language	6			6

	Change	Discontinue	New Course	Total
Engr Mechanics & Astronautics	4		1	5
Engr Professional Development	2			2
Envir St - Gaylord Nelson Inst	5		4	9
Environmental Studies	2			2
Family Medicine			1	1
Folklore Program	2			2
Food Science			1	1
French			4	4
Gender And Womens Studies	3	1	3	7
Genetics	9	1	3	13
Geography			3	3
Geological Engineering	1			1
Geoscience	2		3	5
German	10	2	1	13
German, Nordic, and Slavic			1	1
Greek			1	1
Hebrew - Biblical	1			1
History	20		3	23
History of Science			1	1
Horticulture		1		1
Human Devel & Family Studies	1		1	2
Industrial & Systems Engr	3			3
Integrated Arts	2		3	5
Integrated Science			2	2
Interdis Courses (C A L S)	1		2	3
Interdis Courses (Engr)	1			1
Interdis Courses (L & S)		2	1	3
Interdis Courses (Sohe)			1	1
International Acad Prgms-SAB	4			4
Italian	2		1	3
Journ And Mass Communication	3		9	12
Kinesiology	9	4	3	16
La Follette School Pub Affairs			3	3
Landscape Architecture	16	2	2	20
Lang & Cultures Of Asia - Lang	85			85
Languages & Cultures Of Asia	33			33
Latin Amer, Carib & Iberian St			1	1
Law			1	1
Legal Studies	1		2	3
Library & Information Studies	2		3	5
Life Sciences Communication		1		1
Linguistics	1			1
Literature In Translation	2			2
Marketing			1	1
Materials Sci and Engineering	3		1	4
Mathematics	2	3	1	6

	Change	Discontinue	New Course	Total
Mechanical Engineering	10		4	14
Medical Genetics	1			1
Medical Physics	2	1		3
Medical Sciences - Med School			1	1
Medicine		1		1
Microbiology	1		2	3
Molecular & Environmental Tox			1	1
Naval Science	1			1
Neuroscience Training Program	5	5		10
Nuclear Engineering	4			4
Nursing	5		16	21
Nutritional Sciences	1		1	2
Occupational Ther			1	1
Oncology			1	1
Operations & Technology Mgmt			2	2
Patho-Biological Sciences			1	1
Pathology			1	1
Pathology and Laboratory Med		1	1	2
Pediatrics	10		2	12
Pharmaceutical Sciences	1		1	2
Pharmacology		4	1	5
Pharmacy Practice	1		4	5
Philosophy			1	1
Physical Therapy			2	2
Physics	3		5	8
Physiology	4	5		9
Plant Pathology			1	1
Political Science	2			2
Population Health Sciences	1		3	4
Psychology	1	1	7	9
Public Health	2			2
Rehab Psych & Special Educ			2	2
Religious Studies			3	3
Scandinavian Studies	2	1		3
Social Work	4		1	5
Sociology	1		3	4
Soil Science	1			1
Spanish			5	5
Statistics		1	4	5
Theatre and Drama	4	1	9	14
TOTAL	487	50	285	822

III. Policy and Initiatives

Communication Efforts about Curricular Matters

Annually the committee meets with Provost Sarah Mangelsdorf to discuss broad curricular issues that are affecting campus. When the provost met with the committee in January, they discussed the possibility of approving courses by modality (online, face-to-face etc.), which is not current practice. The provost asked the committee to conduct further discussions about the possibility of building a policy environment and approval system in which course modality would be part of course approval and course changes. Contact hours are central to the difference in determining credits for online or face-to-face courses. Creating policy around offering courses in multiple modalities would be useful in encouraging online course offerings.

Also in January, Steve Cramer, Vice Provost for Teaching and Learning, and Mo Bischof, Associate Vice Provost for Assessment, met with the committee to discuss the student digital ecosystem and the flow of data across systems, in particular entering course learning outcomes in Lumen Courses to feed the AEFIS course evaluation and learning assessment system as well as other systems. The UCC's role will be to guide faculty toward writing quality learning outcomes.

During the annual joint meeting of the chairs and coordinators of the school/college curriculum committees and the members of the UCC, Vice Provost Steve Cramer provided an update on the activities of the Class Syllabus Working Group; including the identification of key elements of a syllabus, methods for automatically populating a syllabus, and the availability of syllabi. Vice Provost Milner described which elements of the syllabus were especially important as the basis for the review by HLC of the federal credit hour requirements and explained why it is critical that all course syllabi include required elements starting in the spring 2018 term.

New Course Proposal System

In January 2018, the Lumen Course Proposal system went live. During its first semester in operation 84 course proposals were completed in the new system.

During the spring 2018 semester, subject owners, schools and colleges reviewed proposals that were incomplete in the Online Course Proposal (OCP) system and took steps to complete those that they wished to move forward. The May 11, 2018 UCC meeting was the last meeting that proposals from the OCP were reviewed. On July 1, 2018, archiving completed proposals was finished and the OCP was shut down.

Statements and Guidelines Approved by the UCC

With the implementation of the Lumen Course Proposal system, the committee felt that this was a good time to enumerate the responsibilities of the various governance steps in the course proposal review process. A document was drafted, reviewed by the curriculum committee of each school and college and approved by the UCC. [Course Proposal Review Process: Purpose, Standards and Responsibilities](#) describes the responsibilities and objectives of each step of the workflow for course proposals.

Learning Outcomes

Course Learning Outcomes (CLOs) are now being captured as data elements in the course proposal process (previously they were required as part of the sample syllabus but this did not result in extractable data that could be used in other campus systems.) The committee drafted and approved a [set of guidelines](#) (section A) to assist those who propose courses and provide information about course learning outcomes expectations on the course proposal form,

Disciplinary Boundaries

In discussions with Provost Mangelsdorf, she has conveyed that considerations related to disciplinary boundaries are in the purview of the University Curriculum Committee. Offering redundant courses is not good use of resources and as more instructional budget is based on money following credit hours, settling disputes about disciplinary boundaries will be more important. The committee drafted and approved a [statement](#) (section G) that outlines the expectation that those who propose a course (new or change) will consult with units who offer courses that may have similar or overlapping content. The statement also addresses expectations for resolving disagreements about disciplinary boundaries that may arise during the process of proposing and approving a course or changes to a course.

Topics Courses

The UCC discussed the role of topics courses and decided that there is value in making a statement about appropriate use of topics courses. The guidelines outline best practices for use of topics courses across schools and college. The draft guidelines have been sent to the curriculum committees of the schools and colleges for review and comment. The UCC hopes to finalize these guidelines in fall 2018.

Syllabus

The UCC adopted the campus guidelines for course syllabi and will require that the same elements be present on the sample syllabus that is included with a course proposal.

Ongoing Projects and Processes

The University Curriculum Committee is responsible for the oversight of several regular projects and processes.

Obsolete Course Policy

There were 42 courses on the list of courses that have not been taught in the past 8 years and thus were slated for automatic discontinuation. Departments owning three of these courses submitted requests for 2 year extensions that would allow the courses to be scheduled and taught rather than being discontinued. All three requests were granted. The text of the policy and the timeline for the annual process [is available here](#).

Course Requisite Clean-Up Project

The course requisite clean-up project is well underway. Of the 189 active subject listings, 36 subjects have completed the clean-up process and another 47 are currently reviewing the courses in their subject listings. Delegation of authority to approve removal of crosslists and graduate attribute is part of a requisite amnesty submission.

Updates to Course Attributes

A proposal to change the name of the Service Learning course attribute to Community-Based Learning was approved.

An attribute value of 5th semester or higher was added to the Foreign Language Attribute. Basing retroactive credits on the presence of the Foreign Language course attribute was approved.

IV. Potential Change to FP&P Regarding UCC Membership Qualifications

The UCC discussed the possibility of proposing editing the language in Faculty Policies and Procedures chapter 6.53 section A to make it clear that UCC members should not be simultaneously serving on a school/college or general education curriculum committee. This year a significant number of UCC members also served on school/college or the General Education curriculum committees. Serving and voting on the same course proposals at multiple steps of the approval process could present a conflict of interest. Currently FP&P does not prevent UCC members from serving on other curricular governance committees, to avoid the potential for a conflict of interest. A proposal is likely forthcoming in the fall.

V. Summary

The University Curriculum Committee was able to make progress in several policy areas this year. Going live with the Lumen Course Proposal System will have a significant impact on the quality and efficiency of the approval process. The implementation of improved systems has, in the past, resulted in an increase in the volume of proposals that are submitted. The record volume of course proposals this year is attributable in part to the reorganization of the Asian Languages and Cultures Department which necessitated the reorganization of their courses resulting in over 200 course proposals. Even if these proposals are excluded, the volume of proposals was quite high. The committee made significant strides this year with the development of policies and guidelines intended to help those who propose courses develop high quality proposals that meet compliance requirements as well as offering students a valuable educational experience.

VI. University Curriculum Committee Membership 2017-2018 (term expires)

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

Ivy Corfis, Spanish and Portuguese (2019) – vice chair
Lee DeBaillie, Engineering Professional Development (2019)
Thomas DuBois, German, Nordic and Slavic (2018)
Kreg Gruben, Kinesiology (2020)
Daniel Kapust, Political Science (2018)
Sung Kim, Operations and Information Management (2020)
Dan Klingenberg, Chemical and Biological Engineering (2020)
Shirin Malekpour, Mathematics (2020)
Amy Moser, Human Oncology (2019)
Grant Nelsestuen, Classical and Near Eastern Studies (2021)
Mary Thompson, Division of Continuing Studies (2018)
Susan Wenker, Physical Therapy (2017)
Doug Wiegmann, Industrial Engineering (2018) – chair

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