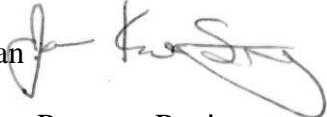




COLLEGE OF
Letters & Science
UNIVERSITY OF WISCONSIN-MADISON
The Heart of a Great University

August 3, 2015

To: Jocelyn Milner, Director of Academic Planning and Institutional Research

From: Karl Scholz, Dean 

Subject: Annual updates on Program Review

Copies: Greg Downey, Associate Dean for Social Sciences, L&S
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Attachment: L&S Annual Update on Program Review, 2014-2015 (7/31/2015)

I attach here the annual update on program review activity in L&S, which was prepared with the assistance of the L&S Academic Associate Deans and Assistant Dean for Academic Planning, Elaine Klein. We adopted, as our foundation for the report, the series of questions Provost Mangelsdorf shared with us in March concerning our process for staying current with review, how the review process intersects with program change, and the L&S review process. In addition, the report enumerates reviews completed, in progress, and planned.

As you will see, L&S continues to make headway in eliminating the backlog of “late” reviews while also trying to stay current with reviews that are due. Throughout, we try to use the review process to inform department and APC discussion of program changes and departmental restructuring, not only to gauge the quality and viability of the programs under consideration, but also to think more holistically about the mission and goals of the College.

If you have any questions or comments about this report, or if you need more information, please feel free to contact Elaine or me.

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L&S Annual Update on Program Review, 2014-2015

Date: 31 July 2015

A. Process for Staying on Schedule With Program Reviews

In L&S, the Regent-mandated ten-year review period is the starting point for decisions about which programs will have reviews convened each academic year. The Assistant Dean for Academic Planning discusses reviews in the queue with the Dean and Associate Deans, who suggest adjustments to the ten-year review schedule based on strategic needs or priorities that justify accelerating or delaying reviews. For example, it may be appropriate to:

- Delay review, or to extend the deadline for completion, for programs that have experienced unexpected changes in leadership.
- Conduct an early review for programs with rapidly changing faculty profiles.
- Delay review for “non-accredited” programs associated with accredited programs, if questions about accreditation need to be resolved.
- Pace reviews to maintain a reasonable review workload for the limited number of GFEC members available to serve on committees.

To stay on track, L&S aims to complete at least thirteen program reviews per year, which usually requires having more than about twenty reviews under way.

B. Program Review and Proposals to Add New or Substantially Alter Existing Programs

The Dean, Associate Deans, Assistant Dean for Academic Planning, and the L&S Academic Planning Council are mindful of the UAPC expectation that program reviews are current prior to submitting requests to create new or substantially change existing programs. In several recent cases, this emphasis has helped the college encourage timely completion of reviews; in other cases, proposed changes are submitted with an expectation that reviews will be completed with a particular deadline offered. In general:

- Programs that are overdue for review, which are housed in units seeking to expand programming, must undertake and be well on the way to completing review prior to APC consideration of requests to approve new programs. In these cases, careful review of current programs is intended to help unit and college understand the unit’s capacity for expansion.
- Units that are restructuring must carefully review and consider the future of their academic programs as the units plan for the future. L&S works with the programs, APIR, and the Graduate School to articulate how the work of restructuring aligns with and may be used to satisfy requirements for review.
- Programs with similar academic program structures, related missions, or common purpose often face common challenges. L&S convenes strategic reviews to facilitate discussion about opportunities to collaborate.

C. Overview of L&S Program Review Process

1. Academic Planning and Institutional Research (APIR) notifies L&S which programs are due for review (per Regent and University Policy).
2. L&S Assistant Dean for Academic Planning works with Divisional Associate Deans and Dean to determine which reviews will be convened in the coming academic year.
 - a. If graduate programs are due for review, the Graduate School Assistant Dean for Academic Planning and Assessment is also consulted.
 - b. If programs are engaged in restructuring, strategic planning, or other new initiatives, focused questions are developed and added to the list of general questions/topics addressed in review.
 - c. A deadline for completion of the self-study is established, usually within 4 months of the charge date.
3. The Dean charges the program, via formal memo to the chair/director, to undertake review. The charge memo includes the guidelines for program review and provides links to background information and available data on the program (including an online “Box” used to share documents with the program and review committee).
4. The program faculty conducts a self-study, and submits to the dean a summary document; if required, that document includes responses to any focused questions asked. Programs are particularly encouraged to discuss program learning outcomes, evidence of student learning, and the impact these activities have on program quality.
5. The Associate Dean, Dean, and (if necessary) Graduate School appoint a faculty committee charged to review the summary document, review any relevant data, conduct meetings with faculty and students to validate the information provided, and produce a summary report with recommendations.
6. The program is given an opportunity to review the summary report and correct any errors of fact.
7. The L&S APC considers the summary document, report, and corrections. The council advises the dean concerning its:
 - a. Advice to the program;
 - b. Support for, rejection of, or addition to recommendations made by the review committee; and
 - c. Requirements for follow-up reports or actions.The APC also takes formal action to accept the review as complete (or not).
8. The dean sends a memorandum to the program summarizing the APC’s counsel and the Dean’s perspective. Copies are circulated to the Provost and the Graduate School, which conducts a separate review of graduate programs.

L&S documents related to program review are publicly available and posted in the L&S Administrative Gateway:

- Academic Program Review - An Overview - <https://kb.wisc.edu/lis/page.php?id=24811>
- L&S Guidelines for Program Review - <https://kb.wisc.edu/lis/page.php?id=24812>
- L&S Policy on Review of Certificate Programs - <https://kb.wisc.edu/lis/page.php?id=24813>
- L&S Academic Program Review - Frequently Asked Questions <https://kb.wisc.edu/lis/page.php?id=24814>

- L&S Academic Program Review – Resources - <https://kb.wisc.edu/lis/page.php?id=24892>

These pages include links to a number of resources made available by Academic Planning and Institutional Research and the Graduate School. They also link to L&S and Provost materials discussing on the assessment of student learning, which is a key element in the Program Review process: <https://kb.wisc.edu/lis/search.php?q=assessment>.

D. L&S Program Reviews Completed in 2014-2015

L&S completed several reviews in 2014-2015. (In this section and the next, programs identified as “past due” for review in Provost DeLuca’s January 2014 memo appear in italics; we aspire to complete all remaining reviews in the coming year.)

- Programs in the Department of Afro-American Studies (020)
 - BA/BS Afro-American Studies
 - Undergraduate Certificate in Afro-American Studies (CRT 107)
 - MA- Afro-American Studies
 - Ph.D. Afro-American Studies
- BS-Applied Math, Engineering and Physics (072)
- Programs in the Department of Art History (090)
 - BA/BS Art History
 - Undergraduate Certificate in Material Cultures (CRT 432)
 - MA-Art History
 - Graduate Certificate in Material Cultures (CRT 432)
 - Ph.D. Art History (including Option: Architectural History)
- Programs in the Department of Atmospheric and Oceanic Sciences (675)
 - *BA/BS Atmospheric and Oceanic Sciences*
 - *MS- Atmospheric and Oceanic Sciences*
 - *Ph.D. Atmospheric and Oceanic Sciences*
- Undergraduate Certificate in Chican@ and Latin@ Studies (CRT 205)
- Programs in the Department of French and Italian (445, 452 and 580)
 - BA/BS French
 - MA-French
 - Master of Professional French Studies
 - Ph.D. French
 - BA/BS Italian
 - MA-Italian
 - Ph.D. Italian
- Programs in the Department of History (499)
 - *BA/BS History*
 - *MA- History*
 - *Ph.D. History*
- Programs in the Department of History of Science (517)
 - *BA/BS History of Science, Medicine and Technology*
 - *MA- History of Science, Medicine and Technology*

- *Ph.D. History of Science, Medicine and Technology*
- *BA/BS History and History of Science, Medicine and Technology (504)*
- Undergraduate Certificate in Integrated Studies in Science, Engineering, and Society (CRT 384)
- Undergraduate Certificate in Mathematics (CRT 634)
- Programs in the Department of Philosophy (765)
 - BA/BS Philosophy
 - MA- Philosophy
 - Ph.D. Philosophy
- Graduate Programs in the Department of Psychology (832)
 - *MA-Psychology*
 - *Ph.D. Psychology*

Accreditation reviews completed in 2014-2015:

- Communication Sciences and Disorders (216) (MS-Speech Language Pathology, Au.D.)
- MA-Library and Information Studies (612)

E. L&S Program Reviews In-Progress (Carried Over to 2015-2016)

- Programs in the Department of Astronomy (Self study in progress)
- Graduate programs in the Department of *Botany* (Self study in progress)
- Programs in the Department of Chemistry (Review committee report in progress; APC discussion scheduled Fall 2015)
- Programs in the Department of East Asian Languages and Literature (Committee is being convened to discuss review and departmental restructuring in context of the “Future of Asian Studies” task force report; APC discussion expected Fall 2015)
- Programs in the Department of Gender and Women's Studies (Review committee is being convened)
- Programs in the Department of German (Review committee report in progress; APC discussion scheduled Fall 2015)
- Selected programs in the School of *Journalism* (Review committee to be convened)
- Doctoral program in the School of Library and Information Studies (Review committee report in progress; APC discussion scheduled Fall 2015)
- Undergraduate major in Molecular Biology (Review committee report in progress)
- Programs in the School of Music (Review committee is being convened)
- Undergrad Certificate in Religious Studies (Self study revision in progress)
- Programs in the Department of Scandinavian Studies (Review committee report in progress; APC discussion scheduled Fall 2015)
- Programs in the Department of *Slavic* Languages and Literature (Review committee report in progress; APC discussion scheduled Fall 2015)
- Non-accredited programs in the School of Social Work (Self study in progress)
- Graduate programs in the Department of *Zoology* (Self study in progress)

L&S shares responsibility with CALS for reviewing the doctoral programs in Development, *Sociology*, and Urban and Regional Planning. L&S Associate Dean Greg Downey is working with CALS Associate Dean Richard Straub on these reviews. CALS is taking the lead on the review of the doctoral program in Development; L&S is taking the lead on the other programs. Discussion of these programs will be scheduled for jointly convened CALS / L&S APC meetings. Program reviews for Development and Sociology will be completed in Fall 2015. The review of the doctoral program in Urban and Regional Planning will begin upon conclusion of the accreditation review of the MS-Urban and Regional Planning (self-study in progress; visit scheduled for February 2016).

F. L&S Program Reviews to be Initiated in 2015-2016

Given the number and complexity of reviews in progress, as well as the possibility of program restructuring due to very large budget reductions in many L&S departments, several reviews initiated in 2015-2016 focus on strategic review or on changes deriving from program restructuring.

- Programs in African Languages and Literature (related to department strategic planning)
- Programs in Classics and Ancient Near Eastern Studies (related to program restructuring)
- Programs in Comparative Literature and Folklore Studies (related to program restructuring)
- Programs in Computer Sciences
- BA/BS Environmental Science (Joint review due 2016-2017)
- BA/BS Environmental Studies (Joint review due 2016-2017)
- Doctoral Program in Interdisciplinary Theatre Studies (related to program restructuring)
- Programs in Mathematics (Review due 2016-2017)

G. L&S Programs Housed in Division of International Studies

Several L&S programs housed in Title VI centers and programs affiliated with the Division of International Studies were scheduled for review in 2014-2015. The reorganization of the Division led to extensive conversation between L&S and DIS to articulate more clearly the academic relationship between these two units. An “Academic Partnership Agreement” between L&S, DIS, and the Graduate School has been developed to describe the roles and responsibilities each of these units have in relation to these programs, with L&S and the Graduate School serving as the academic home and the DIS’ Institute for Regional and International Studies (IRIS) committee providing “department level” curricular oversight for all academic programs supported by DIS sub-units. The flow of curricular and academic requests will proceed from these programs to IRIS, and from IRIS to L&S and the Graduate School. Similarly, the Deans of L&S and the Graduate School will charge IRIS to conduct program reviews, which will be reported to the L&S APC and Graduate Faculty Executive Committee.

- Asian Studies (BA/BS)
- Certificate in East Asian Studies (U)
- MA and Certificate in Southeast Asian Studies

- Certificates in European Studies (U/G)
- MA and Certificate in Russian, East European, and Central Asian Studies
- Certificate in African Studies (U)
- BA/BS, MA Latin American, Caribbean, and Iberian Studies

As a condition of IRIS approval, L&S and IRIS will initiate reviews of all L&S programs falling under the auspices of IRIS.

For additional information, please contact:

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