L&S INTER-LS Subject Listing Guidelines

Latest update approved: January 25, 2022

Purpose of the INTER-LS subject listing

The INTER-LS subject listing is used to support college-wide and interdisciplinary instructional initiatives that cannot be appropriately located in a subject listing devoted to a single topic. It is under the oversight of the L&S Curriculum Committee (L&S CC) and is administered by L&S Teaching & Learning Administration (L&S TLA).

INTER-LS Course Criteria

Courses in the INTER-L&S listing serve the college-wide and "interdisciplinary" mission of the listing, and must comply with college, campus, UW System, and Federal policies concerning courses. New proposed INTER-LS courses must meet all of the academic and administrative criteria to be approved:

Academic Criteria

- The course meets [the Liberal Arts and Science course criteria](). It must have college-level rigor and content (for example, it should contain academic readings, college-level assignments, etc).

- The course content is connected one of the following interdisciplinary L&S-wide initiatives:
  - First-Year Interest Groups (FIGs)
  - Undergraduate Research Scholars
  - Careers-related courses connected to SuccessWorks
  - L&S Teaching & Learning Excellence projects, sponsored by L&S Teaching & Learning Administration
  - L&S online undergraduate degree (specifically, major courses that cannot be offered elsewhere).

  The chair will consult with L&S senior staff about any proposed courses associated with new L&S initiatives not on this list, and whether courses related to them may be added to the initiative list above.

- The course cannot be included in any one department/program subject listing due to interdisciplinary or cross-disciplinary content, or due to the college-wide nature of the initiative.

- The course is not cross-listed.

Administrative Criteria

- The course has an L&S sponsoring unit that agrees to provide ongoing administrative oversight for the course, including arrangement for and supervision of qualified

instructors. (In rare cases, L&S Teaching & Learning Administration may agree to be the sponsoring unit.)

- The sponsoring units agree to provide resources and support for course enrollment, including providing permissions to enroll. (L&S Teaching & Learning Administration will provide scheduling support.)

- The course coordinators and sponsoring unit agree to work with L&S Teaching & Learning Administration to schedule, update, and evaluate the course.

- The sponsoring unit agrees to respond to requests to respond to campus and college-wide initiatives that involve course or curricular updates.

Roles and Responsibilities

The sponsoring unit:
- Provides oversight to ensure courses are taught in a way that meets the articulated Assumed Practices (below)
- Hires, funds, and supervises of qualified instructional staff to teach the course
- Manages any student permissions to enroll in the course
- Responds to requests for reviews of curricular activities, as requested.

Chair of the subject listing:
- Reviews requests to create new courses
- Consults with the L&S Dean or relevant Academic Associate Dean, as needed.
- Refers decisions to the L&S Curriculum Committee for consideration, if requests meet the criteria enumerated above
- Is an "approver" in the Lumen system, may act upon committee decisions or delegate those actions to appropriate L&S TLA staff.

The Dean will appoint annually appropriate Associate Dean(s) with administrative responsibilities (e.g. Associate Dean for Academic Planning or Associate Dean for Teaching & Learning Administration) to serve as the Chair of the INTER-LS subject listing.

L&S Curriculum Committee:
- Serves as both the subject listing and college-level curriculum committee for INTER-LS
- Reviews proposals to create, change, or discontinue courses
- Implements campus level policy related to courses offered
- Reviews regularly the INTER-LS course array to ensure that it continues to support the college's value for excellence in interdisciplinary teaching and learning
- Reviews and revises these guidelines

L&S Teaching & Learning Administration:
- Provides curricular services support for the subject listing, including scheduling of courses and teaching evaluations.
- Reviews curricular activities of sponsoring units as needed.

Assumed practices

All INTER-LS courses, including topics courses, are expected to comply with L&S and campus policies. These policies include, but are not limited to:

- Compliance with Federal Credit Hour definitions relating credit to instructional contact.
- Course content and rigor are appropriate to higher education, and meet L&S standards.
- Instructors are qualified and hold a degree at least one level above the students taught; exceptions are made for those holding terminal degrees or who are deemed to be "otherwise qualified" per campus policy. (https://kb.wisc.edu/vesta/page.php?id=47764)
- Instructors are compensated following L&S HR guidelines for instructors
- Syllabi are provided to all students and meet campus policies; they must also be provided for record keeping to the L&S Teaching & Learning Administration for every instance of the course offering.
- Courses are proposed by faculty with the support of their departments, but must be created with sufficiently general descriptions, learning outcomes, and goals such that they may be taught by other qualified instructors.
- Approved courses may be used at the discretion of L&S TLA, in consultation with the collaborating department and faculty, which will be responsible for affirmation of instructor qualifications and, in some cases, assignment of instructor.

INTER-LS Procedures

- Proposals to create or change INTER-L&S courses are submitted through the campus process to create or change courses, Lumen Courses. Proposers should include, as additional information:
  - Justification for listing the course in INTER-L&S as opposed to listing it in an academic or disciplinary subject listing (including, if possible, information about requests that were denied); and
  - Support from the chair or chair's designee of the instructor's home (payroll and/or tenure) department(s)

- Proposals reviewed by the INTER-LS Chair and found to be in alignment with assumed practices and the INTER-LS criteria are presented to the L&S Curriculum Committee for college-level approval.

- Proposals to offer a new course will require an MOU between L&S Teaching & Learning Administration and the sponsoring unit about assumed practices.

- Proposals to offer a new topic under an existing Inter-L&S topics course are submitted directly to the INTER-LS Chair. Proposals must include a syllabus for the course offering along with justification and support described above. FIGs may assign topics to courses that carry appropriate breadth and level (where relevant). Although these assignments may be made in consultation with the proposer, in general, these assignments are final.

- Instructors must provide a syllabus to L&S Teaching & Learning Administration each term the course is taught.

- Curricular Services for courses in the INTER-LS subject listing are provided by L&S Teaching & Learning Administration.

Appendix: A Brief History of Subject Listing INTER-LS

In August of 1979, the University Academic Planning Council accepted and endorsed a "Report of the Ad Hoc Committee on the Course-listing Section of the Timetable". Out of this work came the "Guidelines for the Course-Listing Section of the Timetable" which were revised in 2005. The 1979 document includes language establishing that individual schools and colleges may add one general, multipurpose interdepartmental or interdisciplinary listing; the 2005 revision sustains the existence of these listings. Additional revisions to the UAPC documentation update nomenclature, to reflect the emergence of the online Course Guide and the Schedule of Courses, which supercede the publication of paper timetables and catalogs.

New courses have been added to the L&S Interdisciplinary listing for various reasons, mostly in response to the initiation of courses linked to special College-wide programs (e.g., the Undergraduate Research Scholars program and the Undergraduate Writing Fellows Program) or the emergence of new interdisciplinary courses. Since 2000, L&S Administration agreed to take on the coordination of course listings in this section of the printed *Timetable*. Associate Dean Herb Wang served as the first Chair of the subject listing, a role that has since been assumed by the Associate Dean for Undergraduate Administration, Nancy Westphal-Johnson.

Since maintaining the Schedule of Courses is intensive and requires staff time and expertise, the College arranged for the English Department to take on day-to-day Curricular Services work for this listing, with coordination provided by L&S Administration staff working with the Associate Dean.

That work increased sharply due to an arrangement between the L&S Curriculum Committee and the First-year Interest Groups (FIG) program, which had identified a need for a more flexible curricular tool to help faculty build connections between thematically linked courses. The L&S Curriculum Committee holds jurisdiction over the use of L&S Interdisciplinary numbers and approves the assignment of specific numbers to particular course topics; as an extension of this authority, the committee proposed to establish a range of freshman level Inter-L&S topics courses that would meet breadth requirements. The L&S Curriculum Committee has delegated approval and assignment of course numbers to the FIG Committee, which operates as a free-standing subcommittee of the Curriculum Committee. These procedures persist today, with the exception that all L&S Interdisciplinary FIG course proposals seeking permission to be offered for Ethnic Studies credit must be reviewed and approved for ethnic studies credit by the Ethnic Studies Subcommittee of the University General Education Committee.

In 2019, in response to an administrative review revealing a need for consistent coordination and oversight of the subject, the Dean recommended that governance be moved to INTER-LS program committee, comprised of staff and faculty across the college. The committee was convened in 2020, but never met. This was in large part due to the covid pandemic and the necessity of many other issues taking priority. However, also no course changes or new courses were proposed to the listing during this time.

In 2022, additional staffing resources in L&S TLA made it possible for TLA to offer curricular services for the subject, as well as provide administrative oversight of the subject listing. Changes to the INTER-LS were revised and clarified to best communicate what types of

courses are eligible for inclusion in the subject, and the minimum academic criteria and expectations they must meet, and the administrative responsibilities that sponsoring units of courses are expected to provide. On January 25, 2022 the L&S Curriculum Committee approved the change to this model.