

**College of Letters and Science Academic Planning Council  
Annual Report to L&S Faculty Senate, AY2005-2006, AY 2006-2007**

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**Chair**

Gary Sandefur, Dean

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**Elected Council Members**

Jim Burt (Geography, 05-06)	Anthony (Tony) Ives (Zoology, 06-07)
Maria Cancian, (Social Work and LaFollette, 05-06, 06-07)	Carla Love (German, 05-06, 06-07)
David Canon (Political Science, 06-07)	Michael Redmond (Statistics, 05-06, 06-07)
Linda Graham (Botany, 05-06)	Robert Skloot (Theatre and Drama, and Jewish Studies, 05-06, 06-07)
Dan Hausman (Philosophy, 05-06, 06-07)	John Wright (Chemistry, 05-06, 06-07)

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***Ex-Officio* Members**

Margaret (Maggie) Brandenburg (Anthropology; Classified Staff Issues Committee; 05-06, 06-07)  
John Coleman (Political Science; Chair, L&S Curriculum Committee; 06-07)  
Russell Shafer-Landau (Philosophy; Chair, L&S Curriculum Committee; 05-06)

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***Ex-Officio* Observers**

Susan Ellis-Weismer (Communicative Disorders; Associate Dean for Research Services; September '06 to date)  
Ann Groves-Lloyd (Associate Dean for L&S Student Academic Affairs, Jan '06 to date)  
Charles N. Halaby (Sociology; Associate Dean for the Social Sciences)  
Magdalena Hauner (African Languages and Literature; Associate Dean for the Humanities)  
Elaine M. Klein (Assistant Dean, Academic Planning, Program Review, and Assessment)  
Lucy Mathiak (Director, Communications and College Relations)  
Jon Miller (Communicative Disorders; Interim Associate Dean for Research and Outreach Services, through August '06)  
Joan Raducha (Associate Dean, International Studies)  
Judi Roller (Associate Dean for Diversity and Cross-College Initiatives)  
Maggie Roth (Associate Dean for Budget and Finance)  
Herb Wang (Geology and Geophysics; Associate Dean for the Natural Sciences)  
Nancy Westphal-Johnson (Associate Dean for Undergraduate Education and Academic Administration)

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## Overview

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The L&S Academic Planning Council advises the dean on program, curricular and fiscal matters. (The council's formal operating procedures are attached to this report.) Academic initiatives considered by the council include program review, expansion, reorganization, and deletion. A list of matters considered by the council since September 2005 appears below.

In the realm of L&S programs, most endeavors during the period of this report have focused on the review of existing programs, refinements to existing curricula, reconfiguring programs, or augmenting existing strengths within the college. With respect to requests to expand academic offerings and research areas, the council has considered several initiatives in which departments and programs have made creative use of scarce resources, as when existing research areas have been formally designated as "research centers", or when certificate and other programs have been created by delineating pathways through the existing course array. In some cases, these efforts are expected to result in modest savings of time and effort for students and advisors (e.g., students in a formally designated certificate program take fewer courses more deliberately instead of taking many courses randomly). Overall, program expansion within the college during this period has been limited.

As is the case elsewhere on the UW-Madison campus, resource constraints continue to be a concern for the college, and the council's discussions frequently included reports on and responses to campus- and college-level strategies for resolving various budget shortfalls (as in the case of the technology fee, or the "tax" levied on graduate project assistantships). The dean has apprized the council regarding the state's biennial budget agreements and on the university's capital campaign. Dean Sandefur has also consulted the council on matters related to the future of the college and strategic planning, an area in which discussions will continue.

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## Academic Program Review

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Recent academic program review activity has been slower than the expected pace of about seven reviews conducted annually. Although this is primarily due to the ten-year anniversary of a hiatus in program reviews during the "Quality Reinvestment" exercise (ca. 1993-1995), another factor in slowing the pace of review has been the few resources that can be devoted to the process. Nonetheless, in 2005-2006 and in 2006-2007, L&S completed reviews of two departments and five other academic structures. The units reviewed are responsible for five degree and two certificate programs offered at the undergraduate and/or graduate levels.

- **Art History** (completed Spring 2006)
- **Computer Sciences** (completed Spring 2006)
- The undergraduate major in **Legal Studies** and the **Criminal Justice Certificate Program** were reviewed in the context of a review of the Center for Law, Society and Justice, the interdisciplinary center that oversees these programs.

- In cooperation with the Institute for Cross-college Biology Education, the College also completed a review of a key introductory biology course sequence, **Botany/Zoology/Biology 151/152** (completed Spring 2006).

Two college-level reviews stimulated by the UW System/UW-Madison joint review process were completed in Spring 2007. The council recommended continuation of the **MA in Russian, East European and Central Asian Studies**, and of the **Master of Professional French Studies**. (The latter review included, by extension, a review of the Capstone Certificate in French Studies at the Graduate Level.) Recommendations to continue these programs have been forwarded to the Provost, to be discussed by the University Academic Planning Council.

A number of reviews are in progress. These include reviews of the departments of Economics, Mathematics, and Languages and Cultures of Asia, and of the LaFollette School of Public Affairs. Two of these reviews (Math and LaFollette) are on track for completion in Spring 2007.

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### Other Academic Decisions

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The list of APC business provided below indicates, in summary, a number of matters considered or actions taken by the council. A few of these items warrant additional discussion here.

In Fall 2005, the council approved deletion of the graduate program in Industrial Relations, to which no new students have been admitted for several years. (Currently, there are five students enrolled in the IR Ph.D. program.) Consistent with long-standing UW-Madison practice, students enrolled in that program will be able to complete the program and have the degree conferred, despite the deletion of the program from the program array. The IR *Timetable* subject listing will persist until such time as ongoing students have completed formal coursework. The Department of Sociology provides academic and administrative support for the program, and Associate Dean and Professor of Sociology Chuck Halaby serves as the program director.

In Fall 2006, the council approved a request to reorganize and streamline graduate degrees and program combinations offered in the School of Music. All School of Music students enrolled in these programs continue to be served by the remaining degree/major combinations, which are more sensibly arranged and easier for potential students, continuing students, and faculty advisors to navigate.

Also in Fall 2006, the council held a series of discussions about a narrow question raised by the Graduate School regarding graduate admissions to the program in Comparative Literature. The question focused on whether or not admissions to the graduate program had outpaced the small faculty size (2.25 tenured FTE). One factor in the discussions was the dean's decision not to allocate any of the college's few authorizations to hire to Comparative Literature. Consistent

with procedures outlined in *FP&P 3.08(B)3b.*, faculty representatives of the Comparative Literature Executive Committee were present for all discussions, were allowed to present information to the council, and contributed to the council's discussions. In addition, Comparative Literature faculty (tenured and untenured), staff (Visiting Professor), students (graduate and undergraduate), and alumni participated in three of these discussions, in which representatives of the department expressed concern that APC discussions were intended to eliminate the program.

Council discussion ranged from plans to limit or suspend admissions, to consideration of graduate student experiences and program design, to strategies that might encourage the participation of other comparatists in the program. After several long and detailed discussions, the council approved a motion to suspend graduate admissions to the program pending its reorganization (APC 10/18/2006). In consultation with the department chair and members present for the discussion, the council agreed that this reorganization might proceed absent the usual process of program review (self-study, committee review, APC discussion and recommendation), in the interest of a timely and efficient reorganization of the academic program and its administrative structures. The council anticipates that it will consider a proposal to reorganize the program in Fall 2007; when a proposal is approved, graduate students may again be admitted to the program.

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### Summary of APC Business

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#### Requests for Comment on Non-L&S Programs:

- UW-Madison:
  - Creation of a new Certificate in Humans and the Global Environment (GNIES)
  - Creation of a new Center for Global Legal Studies (Law)
- Other UW System Institutions:
  - UW-Green Bay Bachelor of Applied Studies
  - UW-Green Bay Bachelor in First Nation Studies
  - UW-Milwaukee MA in Women's Studies
  - UW-Milwaukee PhD in "Africology"
  - UW-Milwaukee PhD in Information Studies
  - UW-Oshkosh Bachelor of Applied Studies
  - UW-Stevens Point BS Biochemistry
  - UW-Stout BS in Information and Communications Technology
  - UW-Stout MS in Science and Technical Communication

#### Academic Policy and Planning Discussions:

- Strategic planning in L&S and development of criteria for budgetary allocation
- Trends in Degrees, Majors and Certificates  
([http://apa.wisc.edu/enrollments\\_majors.html](http://apa.wisc.edu/enrollments_majors.html))
- Trends in UW-Madison Academic Program Array  
([http://apa.wisc.edu/acad\\_plng\\_ProgramArray.html](http://apa.wisc.edu/acad_plng_ProgramArray.html))

- Creation of Policy on Review of Certificate Programs  
(<http://www.ls.wisc.edu/handbook/ChapterFive/chV-4-CertificateReview.htm>)
- L&S Academic Planning Council Operating Procedures

**Other Academic Actions:**

**2005-2006**

- Request to re-name a portion of a building (Chemistry)
- Request to create a new center: Early Modern Studies
- Request to delete an academic program: Industrial Relations
- Request to create a new undergraduate certificate program: Middle East Studies
- Request to establish a new center: Liberal Democracy
- Request to offer an existing degree program via distance delivery methods: MA in Library and Information Studies
- Request to rename existing degree programs: MSSW, BA/BS Social work (to MSW and BSW)
- Request to name a portion of a building (Theatre and Drama)

**2006-2007**

- Suspension of Graduate Admissions in Comparative Literature
- Request to rename jointly offered undergraduate major in Bacteriology (to Microbiology)
- Request to approve a new dual degree program: MPA (LaFollette) and MPH (Med Pub Health)
- Reformulation of existing social science research support units
- Reorganization of School of Music graduate degree array
- Request to approve a new Center of Rapid Evolution (Zoology)
- The following items are currently under or scheduled for council consideration:
  - Request to approve a new PhD minor in Chican@ and Latin@ Studies
  - Request to create a new *Timetable* subject listing: Latin American, Caribbean, and Iberian Studies
  - Request to create a new center for the Study of Visual Cultures

This report was approved by the L&S Academic Planning Council on March 21, 2007.

Submitted by:

Elaine M. Klein, PhD  
Assistant Dean, Academic Planning, Program Review and Assessment

Attachment: College of Letters and Science Academic Planning Council Operating Procedures

**College of Letters and Science Academic Planning Council  
Operating Procedures**

*Approved by the L&S Academic Planning Council, 25 November 2006*

Consistent with *Faculty Policies and Procedures 3.08*, the College of Letters and Science Academic Planning Council articulates the following operating procedures that facilitate its work for the college.

- A. **Membership** consists of *ex officio* and term members. In addition, a number of *ex officio* observers serve as advisors to the council.
1. *Ex officio* members include the dean and the chair of the L&S Curriculum Committee. The dean also appoints a member of the Classified Staff Issues Committee to serve *ex officio*.
  2. *Term members* include both faculty and academic staff.
    - a. Two members of the faculty from each of the college's three divisions are elected by the faculty to serve three-year terms.
      - i. Elections are held in the Spring term and are overseen by the dean's office. (*Currently, anonymous balloting is conducted in paper-and-pencil format; when technology permits the use of an anonymous electronic balloting procedure, it may be used.*)
      - ii. Nominations are solicited from the L&S Senate, from current and former members of the Council, and from Chairs and Directors of all L&S departments and programs. Any current member of the faculty may nominate herself/himself for any open seat.
      - iii. Results are tabulated at the end of the Spring term, so winners can factor this college service into her/his responsibilities for the subsequent academic year.
    - b. Two members of the academic staff are elected by the academic staff to serve three-year terms. One seat is reserved for a member whose duties are primarily (but not necessarily exclusively) instructional; the other is reserved for a member whose duties are primarily (but not necessarily exclusively) focused on research.
      - i. Elections are held in the Spring term and are overseen by the L&S Committee on Academic Staff Issues (CASI).
      - ii. The CASI invites nominations from all members of the L&S academic staff. In addition, nominations are sought from chairs and directors of all L&S departments and programs.
      - iii. Results are tabulated at the end of the Spring term, so winners can factor this college service into her/his responsibilities for the subsequent academic year. To the extent possible, terms are staggered to ensure continuity of membership over the years.
  4. *Ex-Officio Observers* include, but are not limited to, the academic, research, and administrative associate deans of the college; the director of college relations, a

representative from the International Institute, and the APC staff liaison. Additional observers may be added to this group at the discretion of the chair, in consultation with the council and the associate deans. These observers are available to answer questions and may participate in discussion, but do not vote on matters before the council.

5. *Additional or interim members* may be appointed at the dean's discretion (e.g., to expand the council so it can address special questions, to complete elected members' terms).

**B. Operating procedures** are as follows:

1. **Meetings.** The council meets from 3:30 – 5:00 p.m., every Wednesday (business permitting) during the first and second semesters of the academic year. Additional meetings may be scheduled within a reasonable time upon request of one-third of the council members, or by the dean.
2. **Chair.** The dean serves as chair of the council. In the event that the dean is unable to serve as chair, one of the academic associate deans may be asked to serve as chair, providing that no item under discussion pertains to a department or program that reports to that associate dean. In the event that such discussion is unavoidable, the acting chair may appoint a substitute for purposes of participating in discussion, and will not participate in any formal vote that might be taken as a result of that discussion.
3. **Business.** The business of the council includes review of academic programs and departments; review of plans to assess student learning; issues related to creation, contraction, or reorganization of academic programs and centers within the college; strategic planning and questions affecting the broadly conceived mission of the college; consultation regarding university matters upon which the dean is asked to comment on behalf of the college; and other questions as they arise.
  - i. Items for APC consideration may be submitted to the council by contacting the dean, the associate deans, or the dean's staff liaison to the council.
  - ii. Council members may add items to the agenda in advance of the meeting by contacting the dean, or by requesting an addition during a meeting, with the proviso that to provide adequate notice to the public of the discussion, the item may not be discussed until the next meeting.
  - iii. Materials submitted for APC discussion are reviewed by the dean, the relevant associate deans (and/or the dean's senior staff), and the APC staff liaison to ensure that technical questions are addressed prior to their presentation to the council (e.g, proposals to create new centers, institutes, or certificate programs must address all elements required for council approval; proposals involving budget or personnel resources are reviewed as to the college's capacity to enact those changes if approved).
  - iv. For tracking purposes, each item is assigned a reference number consisting of the final two digits of the academic year and a number reflecting the order in which it was received (e.g., APC 07.10 indicates the tenth item discussed in the 06-07

- academic year). A record of items discussed and reference numbers is maintained by the staff liaison; when complete, materials are filed in the dean's official department/program files, located in 102 South Hall.
- v. The dean prepares the agenda in consultation with the associate deans and staff liaison. Agendas reflect items that are for discussion only and items that require council approval.
4. **Meeting agendas** are circulated by e-mail approximately one week in advance of each meeting. This message includes a hypertext link to the meeting materials, which are posted online in the Academic Planning Council WebSpace.
  5. **Notice of the open meeting** and a copy of each meeting's agenda is provided by posting hard copies outside room 108 South Hall.
  6. **Meetings are conducted** by following the agenda. The chair may, with the consent of council members, change the order of items to address last-minute conflicts in scheduling or to accommodate guests of the council. The chair will invite *ex-officio* observers or guests to lead discussion of items in which those individuals are most expert; generally, academic associate deans will lead discussion of items pertaining to any department or program for which that associate dean is responsible. In the event that the academic associate dean would be in the position of leading discussion of an item regarding her/his own department, the dean may lead discussion instead.
  7. **General Public Observers**, if present, may contribute to the discussion if recognized by the chair.
  8. **Voting.** The chair will request a vote on any item requiring formal approval by the council before it can be forwarded to another entity (e.g., the University Academic Planning Council, the Graduate Faculty Executive Committee). These items include, but are not limited to, requests for permission to plan or implement new academic programs (majors); requests to substantially redirect or alter academic programs; requests to establish new certificate programs or formal options within a program; renaming a program; discontinuation of a certificate, program or degree; establishing a dual degree program; establish, rename, restructure, or eliminate a department; establish or eliminate a center or institute; establish or eliminate a Timetable Subject Listing. The council may also vote as a means to direct the dean or associate deans to take a particular course of action, or to formally indicate the council's perspective on an issue under discussion.
  9. **Notes.** Notes are taken by the APC staff liaison. These notes are circulated in draft form to council members, and may be revised or amended by members prior to adoption as approved by the council. Notes are available to anyone upon request.
  10. **Annual Report.** Each Fall, the dean submits a formal report of APC activity to the L&S Faculty Senate. These reports are prepared from the notes of each meeting, consist of



formal actions taken by the council, as well as a brief summary of issues discussed but not acted upon.

11. **General information** about the council, its members and procedures is made available to the college via the *L&S Handbook*, an online compendium of policies, procedures, and guidelines for most business conducted in the college. A list of sections pertaining to council business is provided as Attachment 1.
12. **Contact Information:** For information about the L&S APC, please contact the L&S Dean's Office or the L&S APC Staff liaison, a position currently held by Assistant Dean Elaine M. Klein ([kleine@ls.admin.wisc.edu](mailto:kleine@ls.admin.wisc.edu) or 265-8484).