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College of Letters and Science Curriculum Committee  
Report to L&S Faculty Senate 2003-2004

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**Curriculum Committee Members and Chairs**

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2003-2004

Jeanne Boydston (History)  
Gery Essenmacher (Chemistry)  
Mary Anne Fitzpatrick (Deputy Dean;  
Chair, Semester II)  
Rick Nordheim (Statistics)  
Ken Ono (Mathematics)  
Ben Rifkin (Slavic Languages and  
Literature)  
Russ Shafer-Landau (Philosophy)  
Denise Solomon (Communication Arts;  
Chair, Semester I)  
Edgar Spalding (Botany)  
Jolanda Vanderwal Taylor (German)

*Students:*  
Katy Collin  
Stacy Nall  
*Ex Officio:*  
Elaine M. Klein (L&S Academic Planning,  
Program Review and Assessment)  
Mike Pflieger (Assistant Dean, L&S Student  
Academic Affairs)  
Akua Sarr (Assistant Dean, L&S Undergraduate  
Research Scholars Program)  
Nancy Westphal-Johnson (L&S Associate Dean  
for Undergraduate Education)

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**Proposals to Add, Change or Delete Courses**

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In February 2002, L&S was asked by the Divisional Executive Committee Office and the Office of the Registrar (Timetable) to assess and, if necessary, revise procedures for reviewing and approving requests to add, change or delete courses in the L&S Timetable. Committee Chair Judith Croxdale (Botany) and staff from L&S Administration and L&S Student Academic Affairs met with representatives of the Divisional Executive Committee and Timetable Offices, and recommended revised procedures such that all proposals would be reviewed and approved at the college level prior to submission to the Divisional Executive Committees. These revisions brought the College into alignment with course approval procedures in effect at other schools and colleges across campus. The proposed revision of that process was the subject of Professor Croxdale's report to the L&S Faculty Senate, submitted in April 2002, and the revised procedures went into effect June 1, 2002.

The L&S Curriculum Committee reviewed 880 proposals in 2003-2004. As in the first year of the new procedures, a substantial number of these proposals related to a special project, namely a significant addition to the *Timetable*. This project was undertaken in partnership with the Office of International Academic Programs, which sought and received permission to create a "virtual" timetable department to be used solely to award transfer credit for courses taken in UW-Madison study abroad courses. The Curriculum Committee worked with IAP staff to develop strict guidelines for appropriate application of the topics courses that populate this timetable. According to these guidelines, these courses (many of which carry L&S breadth and level designation and can be used toward fulfilling L&S degree requirements) may only be used for courses taken abroad in UW-Madison approved programs, and IAP will report annually to the Curriculum Committee about the number and courses used. Creation of the "STDY ABRD" timetable and the courses within it accounted for 466 of the course proposals considered in the second year of the revised procedures.

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**Proposals to Change Requirements for Academic Programs**

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In Spring 2000, the Curriculum Committee approved a set of guidelines for departments considering changing the requirements for academic programs. These guidelines were developed primarily to help consider issues related to communication between departments and with University Publications about

such changes, to offer consultation about effectively implementing changes, and to apprise L&S Administration about any potential impact on departmental and college resources. After extensive discussion with L&S Student Academic Affairs, and in consultation with University Publications, the Committee approved a substantive revision in Spring 2004, when language was added to clarify Committee policy on implementation dates. The current version of the guidelines appear as Attachment A, and are available online in the *L&S Handbook* (<http://www.ls.wisc.edu/handbook/ChapterOne/chapter1-3ccpol.htm>). In 2003-2004, the following departments and programs sought and received permission to change their academic programs: Biology (change to the major); Hebrew and Semitic Studies (revisions to MA program tracks, forwarded to Grad School); History (change to the major); Jewish Studies (changes to Honors Program); Linguistics (minor correction of change to the major); and Psychology (change to the major).

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### **Other Curricular Issues**

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- The L&S Curriculum Committee serves as the advisory body for the L&S Interdisciplinary Timetable. In Fall 2003, the chair of that virtual department (Nancy Westphal-Johnson, Associate Dean for Undergraduate Education) worked with the committee to develop a set of guidelines for approving courses and course topics that will appear under that timetable.
- In Fall 2003, Dean Certain asked the Ethnic Studies Implementation Committee to develop operational criteria for implementing the revised Ethnic Studies Requirement (ESR), and to undertake an exhaustive review of all courses currently designated (“e”) as fulfilling that requirement. The L&S Curriculum Committee, having previously been tasked with the responsibility to review and approve requests for courses seeking “e” designation, asked the newly formed committee to advise them regarding all request for new courses seeking this course attribute.
- An increased interest in developing service learning and distributed education courses has prompted the Committee to add inquiry into these areas to its list of 2004-2005 initiatives. Members of the university community with expertise in these areas will be invited to meet with the committee to discuss these issues.

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### **Assessing the Baccalaureate Degree Requirements**

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In Spring 2004, the L&S Curriculum Committee completed its assessment and discussions of the baccalaureate degree requirements. In Summer 2004, a subcommittee prepared a final report, summarizing the committee’s findings and cataloging changes to the curriculum. The Executive Summary has been provided to the L&S Senate as L&S Faculty Document 264; the full report is available online at <http://www.ls.wisc.edu/curriculum/>. The proposed revisions are presented for consideration and discussion by the L&S Faculty, opening a comment period that will conclude with a request for a vote for final approval at the Spring 2005 meeting of the L&S Faculty Senate.

Submitted by

Jolanda Vanderwal Taylor, Associate Professor of German  
Chair, L&S Curriculum Committee 2004-2005