

**College of Letters and Science Academic Planning Council** (approved 11/6/2012)

Tuesday, October 16, 2012

1:00 - 2:30 p.m.

101 South Hall (Dean's Conference Room)

**ATTENDANCE:**

Chair: Susan Ellis-Weismer

Members present: Harry Brighthouse, Diane Gooding, John Hawks, Clark Johnson, Maria Muniagurria, Jennifer Noyes, Matt Turner, Tom Givnish

Observers: Marianne Bird-Bear, Maria Cancian, Kimbrin Cornelius, Gery Essenmacher, Anne Gunther, Elaine Klein, Lucy Mathiak, Nancy Westphal-Johnson, Eric Wilcots, DeVon Wilson, Sue Zaeske, Kimbrin Cornelius, Marybeth Ellis

Guests: Mary Layoun and Robert Glenn Howard

Absent: Kate Bartlett, Gary Sandefur, Caroline Levine (schedule conflict this semester)

1. Announcements. SEW chaired the meeting in GS's absence. SEW introduced guests Mary Layoun, Professor and Chair, Comparative Literature, and Rob Howard, Professor and Director, Folklore program. Announcements and approval of minutes were postponed to allow the guests to present.

3. Request to Restructure: Merger of the Department of Comparative Literature and the Folklore Program (Second Discussion: presentation of merger plan). SEW provided an overview of the process of the proposal, including 1.) Review of FPP and L&S policies on departmental restructuring; 2.) Reminder that the initial stage of this request was considered last spring by APC 3.) This proposal is to address governance and processes, people, courses, and ongoing responsibilities; and 4.) If the council approves the request, it will be forwarded to the UAPC for consideration. SZ introduced the proposal, and suggested the discussion be centered on whether the proposal meets the policy requirements. She noted this proposal will allow the programs to be more efficient with resources and work. ML explained the planning process for this merger has been underway for 2 years, and included faculty, graduate and undergraduate students, and academic and classified staff. This year, the two departments have acted as one merged department (though officially separate), sharing a budget, a single space in Sterling Hall, and the 8% exercise. The proposal's generative impulses were both an intellectual vision and a way to promote efficiencies. Curricular revisions are not being proposed at this time, and RH noted that the Folklore PHD minor and undergraduate certificate will move unchanged to the CLFS departments. After the administrative merger, curricular changes may be pursued. In of discussion, committee members offered the following suggestions:

- Adding a statement to Appendix B about the responsibility of the chair to ensure mentoring of junior faculty does not lapse, or, if a mentor leaves, that a new one is assigned.
- Adding a statement describing the Merit, Promotion, and Personnel Committee – either that it is the Executive Committee, or how membership will rotate.
- Adding Professor Max Statkiewicz to the Executive Committee member list (ML confirmed that was an error).

Members wondered if a common procedure was needed for tenure promotion of junior faculty that had been hired when departments were separate, but ML and RH confirmed that all current faculty have tenure. Committee members noted that an executive committee including members without a department salary line could have unplanned consequences during salary or raise decisions; MC noted that several other departments do organize their governance in this manner as well. Finally, members noted that the proposal was a well-crafted document that indicates good reasoning for the merger, and that clearly faculty, staff, and students in both the Comparative Literature department and the Folklore program participated in the planning. A motion for permission to merge the Department of Comparative Literature and Program in Folklore and by doing so, to create the "Department of Comparative Literature and Folklore Studies" was approved, with the understanding that the suggestions listed would be incorporated into the proposal.

1. Announcements. a.) The 2012 Performance Ranking of Scientific Papers for World Universities (National Taiwan University) placed the Wisconsin flagship seventh in agriculture, eighth in agricultural science, 13th in math, and 15th in environment/ecology and No. 22 overall, based on the quantity and quality of research studies published. b.) Reminder about public forums being held this week to discuss the Chancellor search. c.) Invitation for members to attend an L&S meeting about the search for a new dean for the college.

2.) Notes of the October 2, 2012 meeting were approved.

4.) Request for Permission to Create New Subject Listing Number (English). JH, Chair of L&S Curriculum Committee, described the request. Currently, the English department has an obscure numbering scheme where the first digit of the course number refers to topic areas within the department, instead of level, a more typical organization across universities. The department would like to restructure the numbering, but has so many courses a new subject listing is needed. If approved, this request will allow the English department to move forward with plans to renumber its undergraduate course array (graduate courses will be moved into the new listing without substantial reorganization). The L&S Curriculum Committee will consider requests associated with the creation of the new listing and with the reorganization: these will include revisions to courses that will be retained and brought into the new listing, deletion of courses that are not being kept, and changes to undergraduate major requirements. A motion for permission to create a new subject listing number was approved.

5. Reports.a.) Annual Report on Program Review (submitted to Provost's Office). EMK presented this report which submitted to the Provost's office in Summer 2012. The report, which is required by Regent-mandated policies and higher learning commission rules, provides an overview of programs reviews that are completed, planned, or in-progress. A typographical error was noted and EMK will send the correction to the Provost's office. Discussion centered around the program review process in general, L&S use of outside reviewers, the benefits, funding sources, under what circumstances departments should consider outside review, and whether use of external evaluators should be required rather than optional. The APC is the group responsible for approving program review guidelines for the college. b.) Annual Report on Assessment (submitted to the University Assessment Council). EMK presented this report, noting that departments will be asked to submit updated assessment plans and reports in May, 2013. L&S is working to develop a culture in which the assessment of student learning produces information that is useful and used to make a positive impact on student learning. A motion to file both reports was approved. c.) L&S APC Annual Report. EMK presented a draft of the annual report to be submitted to the L&S Senate at the November 12, 2012 meeting of that body. A motion to accept the report with minor corrections was approved.

6. Consultation of the Deans. a.) Continuation of discussion of APC role in fiscal planning. MC reported that Critical Compensation Fund (CCF) requests have been shared with departments, and are due in late October. Academic Associate Deans will review proposals submitted by departments; so far, they have been impressed with the "deliberative and thoughtful" processes used to make decisions. She noted, too, that the APC will be consulted on any questions or issues that may arise as work proceeds. b. Innovations Initiatives. NWJ reviewed the L&S processes for undertaking "Educational Innovations", and briefly described several recent L&S initiatives that are in various stages of development (e.g., the Communication Disorders Post-Baccalaureate Capstone program, the newly approved Economics MS program, and programs under discussion in Mathematics and Political Science). She added that the campus wishes also to greatly increase Summer session enrollment, international student enrollment and online/distance education.

Meeting adjourned at 2:30 pm.

Submitted by Kimbrin Cornelius, Curricular Administration Specialist