

UNIVERSITY of WISCONSIN

LA CROSSE

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May 31, 2012

Re: Annual Report for the Undergraduate Curriculum Committee, 2011-2012

Dr. Steve Senger, Faculty Senate Chair  
UW-La Crosse

Dear Dr. Senger and Senators,

The Undergraduate Curriculum Committee (UCC) had a busy year in 2011-2012. We heard proposals from many new faculty who were hired into programs across the university with the support of the Growth, Quality and Access (GQA) Initiative. We are witnessing improvements in the breadth of the curriculum in many programs where student demand has been high, in addition to a reduction of average class sizes. Also increasing the business of the Committee this year are changes driven by newer technologies. Many departments and programs are blending online elements into existing curricula or are changing to serve new demands. These trends within the university are among the reasons that we reviewed many proposals, despite the fact that 2011 was the first year of the three-year undergraduate catalog cycle (2011-2013). The first year of such a cycle is often a 'slow' year for curricular change, but this pattern seems to be fading away.

In part, the acceleration of curricular change and the demise of the older, cyclical pattern of changes were the subject of our charges for the 2011-2012 academic year.

The first and simpler part of the charge was to determine how faculty (and students) would best be served regarding access to print and web-based versions of the undergraduate catalog. The catalog that is current upon matriculation governs the relationship between each student and the university. Yet the online catalog is no longer dependent upon the three-year printing cycle, and the Office of Records and Registration no longer receives funding needed to print the catalog for either students or faculty. Particularly in light of the pace of curricular change over the last several years, this is of concern. Our response is detailed in the following two points.

- We request that the Faculty Senate consider ways to financially support the printing of an adequate number (roughly 550) of current catalogs each year. A rough estimate of the cost to print 550 copies of the undergraduate catalog is \$4674 (a per unit cost of \$8.50). This would allow the Office of Records and Registration to provide 50 catalogs to the Residence Life Office/Halls in addition to copies for faculty with advising responsibilities. Any excess catalogs could be provided on request to other on-campus professionals. Five hundred catalogs were printed in 2011 with one-time funding provided by the Colleges. A small number of additional catalogs will be needed to support new faculty hires. It appears that the majority of students will not use a print catalog, but that a significant minority of them will do so. Student government members suggested that the copies provided to Residence Life Office/Halls would meet most student demand.

- In addition, the Office of Records and Registration now plans to maintain web-based access to the 'official' undergraduate catalog that governs each three-year period of matriculation, and will also maintain web-based access to a *more current* catalog that reflects approved changes occurring within the three-year period, consistent with the database of courses maintained on WINGS. Administrative processes for presentation, revision, and editing of catalogs that are to be available online are being worked out.

The second part of the charge to the UCC for this year was to address concerns about the process for consideration and approval of cooperative degree/certificate programs in which UWL and non-UWL components are blended together. The traditional process for approval of curriculum was deemed to be inadequate for such proposals by the UCC in 2010-2011. There are many elements of cooperative programs that must be considered that may not be immediately evident, as one cannot assume that partner institutions have similar goals, oversight processes, financial arrangements, support services, or administrative requirements. Our consideration of this charge included input from the Academic Planning Committee, the Office of the Provost, and the Office of Records and Registration.

- We have formulated preliminary recommendations for consideration by the Faculty Senate. These recommendations are presented on the following two pages. The recommendations clearly address issues that are properly considered by other Faculty Committees, and we are therefore asking for broader discussion within the Faculty Senate in the upcoming year. In addition, there are pertinent, ongoing discussions at the UW System level of governance.

We believe that the major challenges for the UCC in the next several years are likely to be similar to those encountered during the last two years. Namely, the Committee needs to provide quality oversight of a broader, more integrated curriculum that is "in flux" to a greater degree, and to do so without unduly encumbering either faculty or administrators. Specifically, the preliminary recommendations regarding cooperative programs that are attached need to be given more consideration, as they can provide clarity to those who are driving curricular change as well as to those who are considering the costs and benefits relevant to UW-La Crosse.

Sincerely,

A handwritten signature in cursive script that reads "Bradley S Seebach PhD". The signature is written in dark ink on a light-colored background.

Bradley S Seebach, PhD  
Chair of the UCC, 2011-2012

## **Elements to be Considered in the Evaluation of Proposals for Multi-Institutional Programs** *(draft dated May 31, 2012)*

Our purpose is to craft a document useful for planning and evaluation of proposals for multi-institutional (cooperative) programs in which UWL is a partner. The document should be helpful for faculty and administrators who are developing programs as well as for Faculty Senate Committees that have responsibilities for the evaluation of proposed programs (not only the UCC). This draft takes into account opinions of various faculty and administrators representing the UCC and its participating administrative advisors, the Academic Planning Committee, the Office of Records and Registration, and the Office of the Provost. It was developed by consideration of 'best practices' in proposals for multi-institutional programs that have been approved during the last decade by UW-La Crosse. It is submitted in this form for the consideration of the Faculty Senate.

### 1. History/Purpose of the Program

- Describe the need addressed by the program, who it will serve, and the development of the Program concept.

### 2. Planning Arrangements

- 2.1. Identify the partner institutions.
- 2.2. State the guiding principles.
- 2.3. Indicate the roles, responsibilities, and general agreements that exist among the partner institutions.

### 3. Curricular Arrangements

- 3.1. Describe the student path to degree or certificate completion.
- 3.2. Describe the academic calendar.
- 3.3. Identify the institution or governing body that will have primary oversight of curriculum.
  - 3.3.1. Describe the plan for unified oversight among partner institutions.
  - 3.3.2. Tell how course or cohort enrollment will be managed.
  - 3.3.3. Describe a plan for effective assessment of the programmatic success.
  - 3.3.4. Address the ability to implement needed changes.
- 3.4. Identify the curricular responsibilities of each partner institution.
- 3.5. Provide course documentation.
  - 3.5.1. For courses offered at UWL or by UWL Faculty, present the appropriate 'LX' forms.
  - 3.5.2. For courses offered at partner institutions, make similar documents available during the UWL review process.
    - A suggested minimum standard for course documentation is a catalog description for each course.

### 4. Administrative Arrangements

- 4.1. List UWL College and Department affiliations, with approvals.
- 4.2. Describe the student admission process and standards.
  - Include both institutional and program admission policies, especially when

they may differ among partner institutions.

- 4.3. Tell how/when academic advising will be done and by whom.
- 4.4. Describe *Financial Arrangements*: tuition, fees, and other significant costs
  - 4.4.1. Is there a unified fee arrangement for the student?
  - 4.4.2. Describe how costs and income will be divided among partner institutions.
  - 4.4.3. Describe how differential tuition arrangements will be handled.
  - 4.4.4. Describe segregated fees and campus services that will be provided.
  - 4.4.5. Describe tuition-related residency requirements.
- 4.5. Tell how eligibility for financial aid is to be determined.
- 4.6. Describe records maintenance for the program.
  - Describe the calculation of cumulative GPA, Academic Honors, etc.
- 4.7. Describe the degree conferment process. Which institution certifies completion and confers the degree or certificate?

5. Address the Program's Sustainability

- 5.1. Address whether the program is intended to be continued long-term.
- 5.2. How will the program be sustained following an introductory cycle?
  - Consider financial sustainability, expected demand for the program, and needed publicity efforts.

*Submitted on behalf of the UW-La Crosse Undergraduate Curriculum Committee (UCC), May 31, 2012  
Brad Seebach, Chair*

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