

Minutes

CALS Curriculum Committee Meeting
Tuesday, October 9, 2018, 12:00 p.m.
145 Soils/King Hall

Voting Members Present: Balster, Wattiaux, Kucharik, Anderson, Courtenay, Goldman, Veum, Mui
Staff: Bollig, Garvens

Meeting called to order at 12:00 pm

CONSENT AGENDA	
1.	Review meeting minutes from Sept 25, 2018
2.	A A E/ENVIR ST 244 The Environment and the Global Economy – course change proposal; effective Summer 2019
Items 1 and 2 approved by consent	

ACTION ITEMS	
1.	BIOCHEM 201 Survey of Biochemistry– new course proposal; effective Spring 2019 <ul style="list-style-type: none">This is a course that was previously taught but was discontinued when Biomolecular Chemistry created a similar course. They would like to reinstate the course, as the Biomolecular course is no longer offered. They do currently teach Biochemistry 501, but that is a higher-level course and want to offer another option to reach students who do not need the higher-level option.Motion to approve (Paustian, Balster), Vote: 6-approved, 0-denied, 0-abstained; Friendly suggestion to make clear to students in the syllabus how attendance will be factored in when it is considered for grading. Additionally, they suggest that the department confers with professional health programs (medical, physician assistant, and veterinarian schools) in regards to prerequisites for their programs, in order to ensure that this course could meet minimum expectations.
2.	A A E 772 Applied Econometrics of Resource and Energy Demand – course change proposal; effective Summer 2019 <ul style="list-style-type: none">This is a course change proposal for AAE 772 that is part of a series of courses taken by students in the Resource and Energy Demand Analysis (REDA) graduate program. AAE 772 is the second course in the sequence and AAE 636 is a requisite for AAE 772.This course change would require students to earn a grade of a B or better in AAE 636, in order to enroll in AAE 772. The rationale was that AAE 772 is more difficult than AAE 636, and that students who fail to understand the material in the first course will likely not do well in the second course of the sequence. They feel the requisite is needed in order to properly manage student progress in the program. This rationale also included data from the most recent offering of AAE 636.Committee members raised concerns in regards to the data that was used and would like to see data over the course of more than one semester in order to support the request. There were also concerns raised in regards to whether there is a broader issue of progression through the program and how that related to the admissions process. It appears this is a larger issue that the department/program should work to address.Motion to approve (Balster, Wattiaux), Vote: 1-approved, 5-denied, 0-abstained
3.	Processes to Discontinue or Create Major <ul style="list-style-type: none">CALS Academic Affairs Associate Dean Karen Wassarman shared with the committee the role that they would play in the steps taken to either discontinue or create a new undergraduate major.In regards to the steps taken to discontinue an undergraduate major, the CALS Curriculum Committee may have an opportunity to review and make comments in regards to proposals, prior to the step of it going to the CALS Academic Planning Council (APC) for a vote and moving on in the process. In regards to the steps taken to create a new undergraduate major, the CALS Curriculum Committee may have two opportunities to review and make comments on proposals. This will be possible at both the Notice of Intent to Plan (NOI) proposal level, when the process is initiated and at the full proposal level, prior to it going to the CALS Academic Planning Council (APC) for a vote and moving on in the process.

INFORMATIONAL ITEMS

1. Update on Syllabus Expectations and Repository
 - UW-Madison is up for re-accreditation with the Higher Learning Commission in 2019. Course information, including syllabi, will be a component of the review. All courses are required to have a syllabus, and there are three required criteria that are fairly new to our campus: learning outcomes, number of credit hours, and how the credit hours are being met. In March of 2019, the accreditors will ask for syllabi from Spring 2018 and Fall 2018 courses, and there will be a 48-hour window to provide the syllabi that they request.
 - Last Spring 2018, CALS Academic Affairs created a repository for all CALS syllabi, so that when we are asked for syllabi, they are accessible and high-quality. We ran a list of all Spring 2018 courses and contacted instructors with directions to submit syllabi via email account so that they can be saved in the repository, via Box. The CALS Academic Affairs office worked with departments and gave suggestions for revisions.
 - This Fall 2018, we reached out to department chairs to share expectations and to ask that they either collect syllabi for the department and upload them to Box or ask instructors to email them. There will be a campus-wide drill near the end of October where we will be asked to submit syllabi that will be reviewed by campus colleagues.
2. Update on Lumen Programs
 - Lumen Programs is live and is the new software to electronically manage new program and program change proposals. There has been an information session and several training sessions for individuals who will be working with the new form. The CALS Curriculum Committee will see proposals using this software in the future.

Meeting adjourned 1:18pm.