Minutes of the meeting of September 28, 2012

Present: Bohnhoff, Brighouse, Green, Ingham, Johnson, Murphy, Vanderwal Taylor, Wilkerson

Absent: Brown, Miller, Rahko, Seidenberg

The meeting began at 1:19 p.m.

1. Introductions
2. Plan for the year ahead: The committee will focus on review of course proposals during the first several meetings and talk about broader issues in future meetings. The committee has already been asked to help define the role of divisional-level review in the course approval process, and to provide advice about policy related to the federal credit hour definition. A report is due to the University Committee on March 15, 2013, per the charge to the committee.
3. The ad hoc committee will generate a list of possible topics for recommendation. Topics generated at today’s meeting include:
   a. What should committee members look for when reviewing course proposals? (This relates to the topic of defining the role of divisional-level review in the course approval process.) Course review at the divisional level traditionally includes looking at issues of overlap, ensuring that the course is ready for students, and ensuring that the course meets the academic standards of UW-Madison.
   b. Credits: A formula currently exists for assessing the appropriate number of credits for lectures, discussions, and laboratories. What are appropriate policies for internship/practicum courses, directed study, seminars, unconventional teaching, etc.?
   c. Should courses be revisited at some point after they’ve been approved? What happens if it is discovered that a course is not following the credit policy?
   d. How to best assess overlap? Overlap is not necessarily a negative.
   e. Policies surrounding course number and level
   f. Should there be a limit to the number of times courses are offered under an experimental (special topics) course number?
   g. Syllabus should be structured so students know where they stand in a course before drop deadlines
   h. Bring uniformity to course description to make more concise.
4. Procedures for review of course proposals: The ad hoc committee will continue with the practice of placing certain courses on the consent agenda (usually, those that have straightforward changes that comply with existing university policy, per administrative review) and identifying certain courses for full review (all new course proposals and, because the ad hoc committee is concerned with the credit policy issue, all courses with changes in credits).

Courses on the consent agenda: Items on a consent agenda do not need any discussion before a vote. Unless a committee member feels that an item should be discussed and requests (either in advance of the meeting or at the meeting) that an item be reviewed, the entire consent agenda is voted on at once without any additional explanations or comments.
Courses for review: All committee members will read all these proposals in advance of the meeting. The chair will assign a presenter for each proposal. The presenter is asked to review the proposal with particular care and prepare a brief presentation for the meeting.

Course Proposal Review

Summary:

- CRB 610 (#5 below) was approved with a note to the department.
- ELPA 640 was deferred pending more information (see note at #18 below).
- The decisions on two courses for review were deferred because the presenter was absent: English 342 (#13 below) and RPSE 200 (#20 below).
- The remaining courses for review were approved.
- The consent agenda was unanimously approved with the exception of Medical Genetics/Genetics/Nursing 731: Clinical Genetics (#32 on the agenda), which was conditionally approved pending CALS approval (CALS granted conditional approval; the proposal is scheduled for official review on October 23.)

Biological Sciences

5. **Cell and Regenerative Biology 610**: Fundamentals of Mammalian Embryology  
   *Type of proposal: New course*  
   *Action: Approved unanimously, with note that the grading scale include intermediate grades of AB and BC.*

6. **Family Medicine 937**: Family Medicine UW Hospital Sub-Internship  
   *Type of proposal: New course*  
   *Action: Approved unanimously*

7. **Pharmacy Practice 658**: Medication Management in Ambulatory/Primary Care  
   *Type of proposal: New course*  
   *Action: Approved unanimously*

8. **Population Health Sciences/Biostatistics and Medical Informatics 652**: Topics in Biostatistics for Epidemiology  
   *Type of proposal: New course*  
   *Action: Approved unanimously*

Physical Sciences

9. **Biomedical Engineering 556**: Systems Biology: Mammalian Signaling Networks  
   *Type of proposal: New course*  
   *Action: Approved unanimously*
10. **Engineering Professional Development 629**: Engine Systems and Controls  
   *Type of proposal: Change in credits*  
   *Current: 3*  
   *Proposed: 4*  
   *Action: Approved unanimously*

11. **Materials Science and Engineering 553**: Nanomaterials and Nanotechnology  
   *Type of proposal: New course*  
   *Action: Approved unanimously*

**Arts and Humanities**

12. **Dance/Theatre and Drama 259**: Collaborative Arts Performance Lab: Devising Collaborative Performance through Hip Hop Arts  
   *Type of proposal: New course*  
   *Action: Approved unanimously*

13. **English 342**: The English Language  
   *Type of proposal: New course*  
   *Action: Course was deferred because the reviewer was unavailable to attend the meeting.*

14. **History/Legal Studies 476**: Medieval Law and Society  
   *Type of proposal: New course*  
   *Action: Approved unanimously*

15. **History 800**: Research Seminar in History  
   *Type of proposal: New course*  
   *Action: Course was approved by a vote of 7 yes and 0 no with 1 abstention.*

16. **Philosophy 141**: The Meaning of Life  
   *Type of proposal: New course*  
   *Action: Approved unanimously*

17. **Religious Studies 101**: Religion in Global Perspective  
   *Type of proposal: New course*  
   *Action: Approved unanimously*

**Social Studies**

18. **Educational Leadership and Policy Analysis 640**: Legal Rights and Responsibilities for Teachers  
   *Type of proposal: New course*  
   *Action: Deferred, with request for updated syllabus to reflect modular nature of course and to remove the grade of CD, which does not exist in the UW grading system.*

19. **Library and Information Studies 301**: Information Literacies in Online Spaces  
   *Type of proposal: New course*  
   *Action: Approved unanimously*
20. **Rehabilitation Psychology and Special Education 200**: Foundations in Special Education  
   *Type of proposal:* New course  
   *Action:* Defer to future meeting because reviewer not available

21. **Rehabilitation Psychology and Special Education 405**: Current Topics in Special Education  
   *Type of proposal:* New course  
   *Action:* Approved unanimously

22. **Urban and Regional Planning 611**: Urban Design: Theory and Practice  
   *Type of proposal:* New course  
   *Action:* Approved unanimously

### Consent Agenda

The consent agenda was unanimously approved with the exception of Medical Genetics/Genetics/Nursing 731: Clinical Genetics (#32 on the agenda), which was conditionally approved pending CALS approval (CALS granted conditional approval; the proposal is scheduled for official review on October 23.)

### Arts and Humanities

23. **Art 418**: Installations and Environments  
   *Type of proposal:* Change in course number, prerequisites  
   *Current:* 418; Prerequisites > Art 208 & 318; or art grad st; or cons inst  
   *Proposed:* 521; Prerequisites > Art 208 and either Art 214 or Art 318; or art grad status; or consent of instructor

24. **Art Education/Curriculum and Instruction 322**: Art and Design in Teaching  
   *Type of proposal:* Change in title, course description, prerequisites  
   *Current:* Art and Design in Teaching. Description > Designed to acquaint elementary education students with the visual arts, the developmental stages of artistic growth, the use of visual language for teaching, to establish a rationale for teaching art, and provide a means for integrating art with other subjects. Prerequisites > EED; C&I 367, 368, 369, 422, 506.  
   *Proposed:* Information Design for Visual Learning. Description > Building a foundation in art, design, and visual culture, students will develop information design skills enabling them to create visual presentation tools using a wide variety of digital software and hardware as well as traditional media for instruction and learning. Prerequisites > None.

25. **Communication Arts 462**: American Independent Cinema  
   *Type of proposal:* Change in prerequisites  
   *Current:* Com Arts 354 or consent of the instructor  
   *Proposed:* Com Arts 350

26. **Communication Arts 659**: Advanced Motion Picture Production Workshop  
   *Type of proposal:* Change in course description, prerequisites  
   *Current:* Description > Advanced 16mm filmmaking; individual and/or group projects in
a studio workshop. Prerequisites > Com Arts 656 & written cons inst.

Proposed: Description > Advanced digital media production; individual and/or group narrative projects in a workshop setting. Prerequisites > Com Arts 467 & consent of instructor.

27. Literature in Translation 329: The Vampire in Literature and Film
   Type of proposal: Change in prerequisites
   Current: Prerequisites > Soph st; open to qualified first-year stdts. Lit Trans 241 or cons inst
   Proposed: Prerequisites > Sophomore standing or cons inst

   Biological Sciences

28. Environmental Studies 126: Principles of Environmental Science
   Type of proposal: Change in crosslist status, breadth (divisional affiliation)
   Note: Change in L&S breadth designation from biological science to physical science is under the purview of the L&S curriculum committee.

29. Medical Genetics 646: Cancer Genetics
   Type of proposal: Change in crosslist status
   Current: Not crosslisted
   Proposed: Add Pediatrics

30. Medical Genetics 713: Practicum in Genetic Counseling
   Type of proposal: Change in crosslist status
   Current: Not crosslisted
   Proposed: Add Pediatrics

31. Medical Genetics 714: Practicum in Genetic Counseling
   Type of proposal: Change in crosslist status
   Current: Not crosslisted
   Proposed: Add Pediatrics

32. Medical Genetics/Genetics/Nursing 731: Clinical Genetics
   Type of proposal: Change in crosslist status
   Current: Not crosslisted
   Proposed: Add Pediatrics
   Action: Conditionally approved, pending CALS approval

33. Medical Genetics 737: Contemporary Professional Issues in Genetic Counseling
   Type of proposal: Change in crosslist status
   Current: Not crosslisted
   Proposed: Add Pediatrics
34. **Medical Genetics 739:** Literature Search Strategies and Analysis in Clinical Genetics  
   *Type of proposal: Change in crosslist status, title*  
   Current: Not crosslisted. Title > Literature Search Strategies and Analysis in Clinical Genetics  
   Proposed: Add Pediatrics as crosslist subject. Title > Introduction to Academic Methodologies and Resources for Genetic Counselors

35. **Medical Genetics 742:** Human Embryology, Teratology and Abnormal Development  
   *Type of proposal: Change in crosslist status*  
   Current: Not crosslisted  
   Proposed: Add Pediatrics

36. **Medical Genetics 744:** Applications of Biochemical Genetics for Genetic Counselors  
   *Type of proposal: Change in crosslist status*  
   Current: Not crosslisted  
   Proposed: Add Pediatrics

37. **Medical Genetics 813:** Advanced Practicum in Genetic Counseling  
   *Type of proposal: Change in crosslist status*  
   Current: Not crosslisted  
   Proposed: Add Pediatrics

38. **Medical Genetics 814:** Advanced Practicum in Genetic Counseling  
   *Type of proposal: Change in crosslist status*  
   Current: Not crosslisted  
   Proposed: Add Pediatrics

39. **Pharmacy Practice 570:** Drug Literature Evaluation  
   *Type of proposal: Change in credits, course description, prerequisites*  
   Current: 2 credits. Description > Fundamentals of literature evaluation to enable students to make decisions regarding the clinical of drugs. Prerequisites > For entry-level Pharm D. stdts, DPM-2 st, Phm Prac 555, & con reg in Phm Prac 556. For all other stdts, cons inst.  
   Proposed: 3 credits. Description > Fundamentals of drug literature and statistical evaluation to enable students to make decisions regarding the clinical use of drugs in their practice. Prerequisites > DPH-2 standing or consent of instructor.

40. **Population Health Sciences/Environmental Studies 740:** Health Impact Assessment of Global Environmental Change  
   *Type of proposal: Change in prerequisites*  
   Current: Grad st; Pop Hlth 797 or 471; or cons inst  
   Proposed: Graduate student standing or consent of instructor
Physical Sciences

41. **Geography 575**: Animated and Web-based Mapping
   *Type of proposal: Change in title, course description*
   *Current: Animated and Web-Based Mapping. Description > Examines recent issues in cartography related to map animation, the Internet, geovisualization and on-demand mapping systems—focusing on new cartographic challenges and opportunities associated with interactive, digital mapping systems.*
   *Proposed: Interactive Cartography & Geovisualization. Description > Examines emerging topics related to the design of user interfaces for manipulating maps, focusing on new cartographic challenges in Interactive Cartography, Geographic Visualization, and Geovisual analytics and drawing upon relevant insight in Human-Computer Interaction, Information Visualization, and Usability Engineering.*

42. **Mathematics/Statistics 831**: Theory of Probability
   *Type of proposal: Change in course number, title*
   *Current: 831: Theory of Probability*
   *Proposed: 733: Theory of Probability I*

43. **Mathematics/Statistics 832**: Theory of Probability
   *Type of proposal: Change in course number, title*
   *Current: 832: Theory of Probability*
   *Proposed: 734: Theory of Probability II*

44. **Physics 103, 107, 109, 115, and 371**
   *Type of proposal: Change in prerequisites*
   *Proposed: Add > Completion of QRA*

Social Studies

45. **Law 723**: Legal Research and Writing
   *Type of proposal: Change in repeatability*
   *Current: Not repeatable for credit*
   *Proposed: Repeatable for credit*

46. **Law/Nursing/Medical Sciences-Medical School 768**: Consumer Health Advocacy and Patient-Centered Care Clinical
   *Type of proposal: Change in grading system*
   *Current: Credit/No credit*
   *Proposed: Satisfactory/Unsatisfactory*

47. **Library and Information Studies 678**: Preservation and Conservation of Library and Archives Materials
   *Type of proposal: Change in prerequisites*
   *Current: LIS 450 & 451 or con reg or cons inst*
   *Proposed: Grad St in SLIS*

48. **Library and Information Studies 710**: Research Methods for Library and Information Studies
Type of proposal: Change in prerequisites

49. Library and Information Studies 712: The Public Library
   Type of proposal: Change in prerequisites
   Current: LIS 450 & 451 or con reg or cons inst
   Proposed: None

50. Library and Information Studies 722: College and University Libraries
   Type of proposal: Change in prerequisites
   Current: LIS 450 & 451 or con reg or cons inst
   Proposed: None

51. Library and Information Studies 732: Corporate and Specialized Information Services
   Type of proposal: Change in prerequisites
   Current: LIS 450 & 451 or con reg or cons inst
   Proposed: None

52. Library and Information Studies 818: Archives Accessioning and Appraisal
   Type of proposal: Change in prerequisites
   Current: LIS 734 or cons inst
   Proposed: LIS 734 or concurrent enrollment, or cons inst

53. Library and Information Studies 822: Information Use and Users
   Type of proposal: Change in prerequisites
   Current: LIS 450 or con reg
   Proposed: LIS 450 & LIS 451; or cons inst

54. Library and Information Studies 826: Field Project in Library and Information Literacy Instruction
   Type of proposal: Change in prerequisites
   Current: LIS 450, 451 & 551 or con reg or cons inst
   Proposed: LIS 450, 451 & 551 or concurrent registration; and cons inst

55. Library and Information Studies 848: Topics in Literature for Children and Young Adults
   Type of proposal: Change in prerequisites
   Current: LIS 622 or 631 or cons inst; repeatable; max of 6 cr applic to the Masters degree
   Proposed: Grad St in SLIS; repeatable; max of 6 cr applicable to the Masters degree

56. Library and Information Studies 853: Metadata Standards and Applications
   Type of proposal: Change in prerequisites
   Current: LIS 551 and LIS 651
   Proposed: LIS 551
57. **Library and Information Studies 855**: Topics in Information Agency Management  
*Type of proposal: Change in prerequisites*
  
  *Current:* 9 cr of LIS, including 654, or cons inst; may be repeated, max of 6 cr applicable to Masters degree  
  *Proposed:* Grad St in SLIS; may be repeated, max of 6 cr applicable to Masters degree

58. **Library and Information Studies 910**: Smr: Research Design & Methodology for Library & Information Studies  
*Type of proposal: Change in prerequisites*
  
  *Current:* LIS 710 or cons inst; may be repeated; max of 6 cr applicable for doctoral degree  
  *Proposed:* SLIS Doctoral St; may be repeated, max of 6 cr applicable for doctoral degree

59. **Library and Information Studies/History 734**: Modern Archives Administration  
*Type of proposal: Change in title, course description*
  
  *Current:* Modern Archives Administration. Description > For students particularly interested in archives administration, library science, historical agencies administration, or teaching of history; basics in theory and practice of modern records administration. Lectures; lab work in the State Historical Society’s Division of Archives and Manuscripts.  
  *Proposed:* Introduction to Archives and Records Management. Description > An introduction to the archives profession and basic theory and practice of archives and records administration, including the uses of primary sources in research, appraisal, access, and preservation.

60. Future meetings:  
  a. Fall semester from 1:15 to 3:15: Oct 26, Nov 30, Dec 14  
  b. Spring semester from noon to 2:00: Jan 25, Feb 22, Mar 22, Apr 26, May 10

The meeting adjourned at 3:17 p.m.

Minutes submitted by Andrea Poehling, divisional committees coordinator.