February 4, 2014

Dear Colleagues,

In response to questions raised at the UAPC meeting on January 16, 2014 related to the suspension of the CALS International Certificate, I am forwarding materials intended to clarify CALS process and communicate decisions made by CALS APC.

The relevant materials are minutes from two CALS APC meetings on November 19 and December 3, 2013. It is our custom to bring significant issues before APC twice, so members have time to consult with their constituents and gather more information between the two sessions.

During the November 19 meeting, members engaged in a lengthy discussion over suspension of the Certificate. During the December 3 meeting their vote for suspension passed unanimously. The approved minutes for November 19 and the draft minutes from December 3 are appended to this letter.

Our rational for suspending the International Certificate now was to allow the College to incorporate information from current strategic planning activities and other restructuring efforts underway in academic affairs. It will be late Spring 2014 before these activities are completed.

I believe these documents will clarify current misunderstandings, but I welcome additional questions or comments from the committee as you consider our request to suspend the International Certificate.

Sincerely,

Kathryn A. VandenBosch
Dean, College of Agricultural and Life Sciences
Director, Wisconsin Agricultural Experiment Station
Academic Planning Council Minutes
November 19, 2013

Present: Dick Straub (Chair), Tom Crenshaw, David Eide, Sundaram Gunasekaran, Robin Kurtz, Ann MacGuidwin, Ken Raffa, Tom Schwab, Leann Tigges, and Karen Wassarman

Ex Officio Members: Sarah Pfatteicher

Guest: Phil Gonsiska, Megan O’Rourke, and Mark Rickenbach

1. Review agenda

Dick Straub reviewed the agenda.

2. Review minutes, October 15, 2013

Karen Wassarman made a motion to approve the minutes and Tom Crenshaw seconded the motion. The motion passed unanimously.

3. Revisions to current agenda

There were no changes to the agenda.

4. Suspend admission to CALS International Certificate

This certificate was created five years ago to replace the B.S. degree in international agriculture and natural resources. It is reviewed every five years. Four students have pursued the certificate in that time and have graduated. Two students are currently working toward the certificate. The college would like to suspend admissions to the certificate effective January 31, 2014 and we have up to three years to formally discontinue the program. Following discussion, Leann Tigges made a motion to delay making a decision until the December 3rd APC meeting so the APC can get input from the Curriculum Committee. Tom Crenshaw seconded the motion. It passed unanimously.

5. Biochemistry Program Review

The review is being introduced today and will be on the December 3rd agenda to take action. Following discussion, Dick Straub was asked to follow up with the department to get clarification on the graduate program and on the department’s teaching policy. After reviewing the department’s response to those questions, the APC will ask the department chair to attend a future meeting if they still have questions.
6. Five-Year Review update

David Eide distributed a summary of their activities to date. Two online surveys will be sent out in December—one for faculty and academic staff to see how aware they are of what the APC does and their satisfaction and another survey for department chairs and administrators asking about the effectiveness of the APC in accomplishing their mission. They are also collecting information on how well the current makeup of the APC represents the different groups in the college. Current and former APC members are meeting following today’s meeting. The review subcommittee is meeting with Kate on November 26th and they are collecting information from other colleges to see how they function. A brief update on the review will be given at the all-college meeting and the department chairs will be notified that the surveys are being sent.

7. Strategic Plan Update and All-College Meeting

Mark Rickenbach distributed an update of the strategic planning projects, samples of project charters, and a document with information on how departments can use the Strategic Plan. The Chancellor will be speaking at the all-college meeting on December 17th and 3:00 p.m. in Varsity Hall, Union South. Mark is taking a lead role in implementing the Strategic Plan. He reviewed what each of the project groups is doing.

8. Faculty position requests

Since only one or two faculty positions will be released in 2014, there was discussion on how to handle faculty position requests. It was decided a call for faculty positions will be sent to all the departments chairs, and they will be told that only one or two positions will be released. After the APC has reviewed the requests, if additional information is needed, they will select which departments they would like to present their request at one of the APC meetings.

9. Student honesty and confidentiality

PETA was recruiting students at the all campus career fair to work in labs and on dairy farms. The students were told they would be paid by both the campus and PETA and were asked to supply PETA with information on how the animals were treated. The Career Services Council will be submitting a draft policy to Legal Services to ensure employees are treating students well and students are not impeding the university.

Tom Crenshaw made a motion to adjourn the meeting and Robin Kurtz seconded the motion. The meeting adjourned at 4:35 p.m.
Academic Planning Council
Official Minutes
December 3, 2013

Present: Kate VandenBosch (Chair), Tom Crenshaw, Sundaram Gunasekaran, Robin Kurtz, Ann MacGuidwin, Ken Raffa, Tom Schwab, Leann Tigges, and Karen Wassarman

Not Present: David Eide, Carrie Laboski

Ex Officio Members: Richard Lindroth, Phil Gonsiska (on behalf of Sarah Pfatteicher), John Shutske, Richard Straub, Heidi Zoerb

Guest: Natalia DeLeon, Phil Gonsiska

1. Review agenda

Kate VandenBosch reviewed the agenda.

2. Review minutes, November 19, 2013

Tom Schwab made a motion to approve the minutes and Tom Crenshaw seconded the motion. The motion passed unanimously.

3. Revisions to current agenda

There were no changes to the agenda.

4. Promoting Workplace Civility

Natalia De Leon presented efforts on campus to promote workplace civility. Currently, UW-Madison does not have formal policies or procedures that address bullying. To address this issue, an ad hoc committee has been formed on campus. This committee includes faculty, academic staff and classified staff representatives. There are multiple subgroups within this committee that are working on various strategies and actions. Education and training is seen as an essential step in promoting campus awareness of the issue. There was committee discussion regarding how bullying affects workplace climate and overall campus productivity.

5. Biochemistry Program Review

The committee had reviewed the document last month and determined that additional clarification was needed. Dick Straub had followed up with the department regarding
clarification on their instruction policy and graduate program. He opened the floor for committee discussion. The committee discussed possible modes of action to take. Straub will follow up with the department for information. Ken Raffa made a motion to table the discussion until more information is received. Karen Wassarman seconded the motion. It passed unanimously.

6. All-College Meeting – APC & APC review committee participation

The CALS All-College Meeting is scheduled for Tuesday, December 17th in Union South at 3:00 PM. Chancellor Blank will be addressing the college with opening remarks. The Chancellor has asked for CALS to provide ideas and a framework for discussion. Heidi Zoerb and Dean VandenBosch will be providing some suggestions on behalf of the college and asked for committee input. APC members should contact Zoerb with additional points of discussion. There are a number of committee updates on the meeting agenda, including the APC review subcommittee update. This venue could potentially be a good chance for the subcommittee to solicit feedback from individuals. The committee discussed multiple methods that could be used in soliciting opinions on the APC.

7. UW Campaign – planning goals for CALS

Dean VandenBosch distributed two handouts on UW Campaign. Both are in draft stage. These documents are templates to assist schools and colleges in the planning stage. VandenBosch quoted historical data from the UW Foundation as to how much the college has raised in the last two six-year periods. The committee discussed the possible goals for this fundraising plan. This process gives substance to the Colleges Strategic Plan framework.

8. Suspend admission to CALS International Certificate

Phil Gonsisika reported on this topic. The Curriculum Committee had mixed ideas about the request. The Curriculum Committee made a motion to suspend and then withdrew it upon realizing the decision rests with APC. It is clear there are resource limitations and a lack of funding for hiring an administrator for the program. However, international issues are continuing to become more important and relevant in the emerging global economy. Suspension of the program was seen as a first logical step to reorganizing activities. The students affected by this decision will be supported by the college to finish their certificate. No new students have come forward with regards to enrolling in the program. The APC consensus was that international programs are important but this one is not working. Tom Crenshaw made a motion to suspend admission to the program. Ken Raffa seconded the motion. It passed unanimously.

9. Pass/Fail Policy

Phil Gonsisika reported on the current CALS policy. CALS has a slightly different policy than L&S and it would be beneficial for the policies to be the same to reduce confusion. Changes to CALS policies would be minimal to match L&S. The new policy would allow one new pass/fail every semester. Another change would be to
allow students to cancel their election for pass/fail. The current CALS policy does not allow for cancellation of this election. There is more discussion and points to be considered. This issue will be revisited by the committee in February.

10. Provost Search Committee
   The search committee was named about a month ago. Dietram Scheufele is the college representative on the committee. His message to the APC is to encourage individuals with good qualifications to apply.

11. 125th Anniversary
   CALS will be kicking off publically in January. The college is working with Babcock Hall Dairy Plant to create possibly three new flavors in the coming year. An update on the planned Anniversary activities will be given at the next meeting.

The meeting adjourned at 4:35 p.m.
26 December 2013

UAPC
c/o Jocelyn Milner
(submitted electronically)

Dear UAPC Members,

On behalf of Dean VandenBosch of the College of Agricultural and Life Sciences, I hereby submit for your review a proposal to suspend admissions to the CALS International Certificate. This request was approved by the CALS APC on 3 December 2013. Please let us know if you require any additional information. A member of the CALS leadership team will be in attendance at the UAPC meeting to respond to any questions that may arise.

Sincerely,

Sarah K.A. Pfatteicher, Ph.D.
Associate Dean for Academic Affairs
College of Agricultural & Life Sciences
Research Professor, Civil & Environmental Engineering
College of Engineering

Cc: Dean VandenBosch; Asst. Dean Gonsiska; Dr. Van Eyck
TO: CALS APC, CALS Curriculum Committee, and CALS Student Association

FROM: Sarah Pfatteicher, Associate Dean for Academic Affairs, CALS  
John Ferrick, Director of CALS International Programs Office

DATE: 4 November 2013

RE: Permission to Suspend Undergraduate International Certificate

CC: Kate VandenBosch, Dean of CALS  
Masarah Van Eyck, Administrator of CALS International Certificate

Request:
The College of Agricultural and Life Sciences requests permission to suspend admissions to the undergraduate CALS International Certificate effective 31 January 2014 (or as soon as reasonably possible after that date), and hereby seeks your input on this request, advisory to the dean, and prior to submitting documentation to the University Academic Planning Council.

Background:
Established in 2009, the CALS International Certificate has been a low-enrollment program whose students’ needs may now be better served by other programs on campus. As noted on the Academic Planning and Institutional Research website, “According to UW-Madison program review guidelines, programs that award fewer than five (5) degrees in a five-year period are deemed ‘low enrollment’ and are to be reviewed and considered for discontinuation.”

In the five-year existence of the certificate program, only four students have enrolled in and graduated with the CALS International Certificate. Zero students are presently enrolled. We deem this to be below the threshold for a viable program, and believe that college resources would be better directed toward enhancing other international opportunities for students.

In addition to the lack of enrollment, we note that current administrative structures related to the program are under review. The CALS International Certificate's advising and curriculum have been overseen by faculty members named to the CALS International Committee. That committee is presently on hiatus while a campus-wide committee reviews the mission and structure of the CALS International Programs unit to which that committee reports. Members of the review committee will submit their final report with recommendations to Dean VandenBosch by February 2014. We anticipate being able to make a decision about discontinuation of the certificate following receipt of that report. As a result, we believe that at this time suspension, rather than discontinuation, is the appropriate step.

Plans for Accommodating Enrolled, Stopped-out, and Prospective Students:
As of fall 2013, there are no students currently enrolled in the CALS International Certificate. We will direct prospective students seeking an international curriculum to the few dozen international certificates offered across campus, including the Certificate in Global Health, which has been offered since fall 2010 and is administered through CALS.
CALS remains committed to a vibrant and varied set of international educational opportunities for students, and we are confident that suspension of the certificate will not significantly affect these opportunities. The college's unique International Studies Requirement requires every CALS undergraduate (more than 3,000 students at present count) to complete at least three credits of academic work with international content. CALS also provides on-going support for a variety of field study programs, enabling students to study overseas for up to several weeks, without needing to leave campus for a full semester. In addition, support from the Madison Initiative for Undergraduates has supported CALS faculty in developing a plethora of innovative, high-impact curricula that introduce their undergraduates to the international aspects of their fields. MIU funding has also enabled us to expand international internships available to students. These courses, internships, and field study programs, in addition to more traditional semester and year-long study abroad programs, all provide our students with encouragement and opportunity to extend their learning beyond the boundaries of the state.
November 11, 2013

Academic Planning Council
College of Agricultural and Life Sciences
Agricultural Hall

Dear colleagues,

As the administrator for the CALS International Certificate, I support the attached proposal to suspend admissions to this program. My support is due in large part to the certificate's historic low enrollment and the emergence of other more promising opportunities for science majors seeking international coursework and experiences.

As the inaugural Director of Science Curriculum Internationalization housed in CALS's Academic Affairs Office, I am disappointed that this well-designed certificate was not as successful a program as one might have hoped. Happily, thanks in large part to the Madison Initiative for Undergraduates, CALS faculty and staff are now revitalizing and establishing new curricular and co-curricular initiatives that will more strategically strengthen and innovate international curriculum in undergraduate science education at UW-Madison.

I look forward to contributing to these new developments.

Sincerely,

Masarah Van Eyck
Director, Science Curriculum Internationalization
College of Agricultural & Life Sciences
Proposed Suspension of Enrollment in the CALS International Certificate, as discussed by the CALS Student Association (CALSSA) on 11/12/13

Background
The proposal to suspend enrollment in the International Certificate generated a great deal of discussion at the meeting tonight. From an organizational standpoint, the argument for suspension is compelling. Dean Gonsiska pointed out that since 2009, only 4 students have graduated with the certificate and none are currently enrolled according to the records. The certificate is overseen by an inactive International Committee, and there are 16 other certificates across campus that cover international topics, from Celtic studies to International Engineering to Global Health.

The proposal to suspend enrollment is slated for review by the CALS Academic Planning Council (APC) next Tuesday (Nov. 19th), the CALS Curriculum Committee on the 20th, again by the CALS APC on December 3rd, and finally by the University APC.

CALSSA Feedback
There appears to be student interest in the certificate, but some organizational and communication difficulties may be causing the low enrollment. A particular CALSSA member mentioned that he was completing the certificate and was unaware of a need to enroll before completing the course requirements. A search of the CALS webpage during the meeting led to the conclusion that the certificate did not have a formal enrollment process. Students also commented that the certificate may not be listed on DARS like other certificates on campus to help track completion. Dean Pfatteicher pointed out that students are expected to enroll; however, the website note “For more information, contact the certificate director” could be easily overlooked by students rather than acted upon as the first step towards enrollment. Dean Pfatteicher also noted that the DARS listing is only visible for individuals who enroll, and explains why no CALSSA member could access it.

With resources to promote the certificate and clearer instructions for enrollment, CALS students would benefit from the International Certificate as a means to expand and document their understanding of today’s global society and marketplace. It could draw students from the over-enrolled Global Health Certificate while providing a more attractive option for students in agriculture- and business-focused majors. If new enrollment is suspended, CALSSA hopes that the final timeframe for enrollment will be clearly communicated to the full CALS student body in time to ensure that any individuals already planning to complete the requirements could earn the certificate, even if they previously failed to interpret the invitation to contact the certificate director as the initiating step in the enrollment process.