



December 8, 2009

To: Paul DeLuca, Provost

From: Jocelyn Milner

Subject: Annual Report on Program Review and Low Enrollment Programs for the UAPC

Copies: Members of the University Academic Planning Council

One of the functions of the UAPC is to oversee academic program review. In preparation for the January 2010 UAPC meeting, here is the annual report on program review. In addition to this summary memo, this packet includes:

- the process overview flowchart,
- the UAPC policy on program review and low enrollment programs (adopted in 1995),
- the 2009 annual report to UW System Administration on program review and program planning.

Only a handful of programs have not been reviewed in the past 10 years and most of those have a review in progress or scheduled. A lengthy and detailed report of the program review history of all degree-major programs is posted at http://apa.wisc.edu/acad_plng_ProgramReview.html.

The following programs have special review reports due in 2009-10:

- BS in Recreation Resources Management: admissions were suspended in 2006-07 and the three-year time frame for reopening admissions or discontinuing the program will end this year.
- BS in Earth Science (School of Education), which was low-enrollment in 2007-08 and in 2008-09.
- MS in Education and Math (School of Education), which has been low-enrollment (or no enrollment) for decades and has had repeated extensions on a resolution of program status.
- Master of Engineering, which has a follow-up report from last year's joint review due to the Graduate Faculty Executive Committee in Spring 2010.
- MS in Therapeutic Science (School of Education), which was low-enrollment in 2007-08 and in 2008-09.
- MS/PhD in Environmental Monitoring: admissions were suspended in 2006-07 and the three-year time frame for reopening admissions or discontinuing the program will end this year.
- BS – Clinical Laboratory Science: admissions were suspended last year effective Fall 2009 and the UAPC requested a formal request to discontinue the program in Spring 2010.

Degree trend analyses show that the only low-enrollment programs evident in 2008-09 degree trends are those mentioned above, or programs that have been recently reviewed and deemed of sufficient value by the program faculty and the dean to be continue with few students. (For detailed trend analysis of degrees awarded by major see http://www.apa.wisc.edu/degrees_DegreesTrends.html)

At the March 2008 UAPC meeting, Council called for the program review guidelines to be revised to include the information on how programs express Wisconsin Experience and the essential learning outcomes. At the October 2008 meeting, Council asked me to develop a draft as a starting point for review by the Council. Draft guidelines are ready for UAPC review and I propose that they be discussed at the January 21, 2010 UAPC meeting.

Please let me know if you have questions.

Attachments

**University of Wisconsin – Madison
University Academic Planning Council**

**Recommendations Regarding Program Review and
Guidelines Governing the Review of Low-Enrollment Majors**

TEN-YEAR CYCLE. The UW-System Regents require periodic review of all UW-Madison’s “programs” (departments and associated majors). This guideline is generally interpreted as requiring review once every ten years. The University Academic Planning Council (UAPC) has recommended review on this cycle. (Accreditation reviews may be "counted" as program reviews if appropriate.) It is clear that there are some programs that have never been reviewed or are very much "overdue" for review.

Whether a program warrants a review, or whether merger with another program or elimination is more appropriate should be considered. Reviews require a great deal of FACULTY TIME AND EFFORT, which should be devoted to reviewing and strengthening programs that will be continued.

REPORTING PROGRAM REVIEWS. The UAPC's current policy regarding reporting program reviews is that the UAPC receives:

- a summary of the findings of the review (but not the complete review). This summary can be the same as the one prepared for reporting to the Regents.
- the Dean's letter explaining the action that he/she will take to follow up on the recommendations of the review.

This policy allows the complete review, with details of personnel and programmatic issues, to stay at the school/college level.

LOW ENROLLMENT MAJORS. Particular attention should be given to low-enrollment majors, defined as those in which enrollment is very low and very few degrees have been granted in recent years. These majors should definitely be scheduled for review as part of the on-going review process. In general, the expectation is that unless a compelling case can be made for continuation, these majors will be phased out.

The following possibilities for handling low-enrollment majors should be considered:

1. Merging the major into an appropriate larger major with a more inclusive scope.
2. Merging several low-enrollment majors into one more inclusive title. For example the Education and (subject area) Master's degrees (e.g. Education and Mathematics) might be combined into a joint program and offered under a single title.
3. Make the major available to the occasional student through the Individual Major at the Bachelor's level or the Special Committee Degree at the Master's level.

4. If the major is a combination of two existing UW-Madison majors, handle this major as most other double majors, instead of separately enumerating it. For example, "History and History of Science" is currently a separately listed major which might be handled as a double major, one in "History" and one in "History of Science". "Computer Science and Statistics" is a similar case.

If there appears to be no satisfactory alternative to continuing a particular low-enrollment major, the need to retain it should be evaluated in light of the following criteria, as well as others the school/colleges may wish to add:

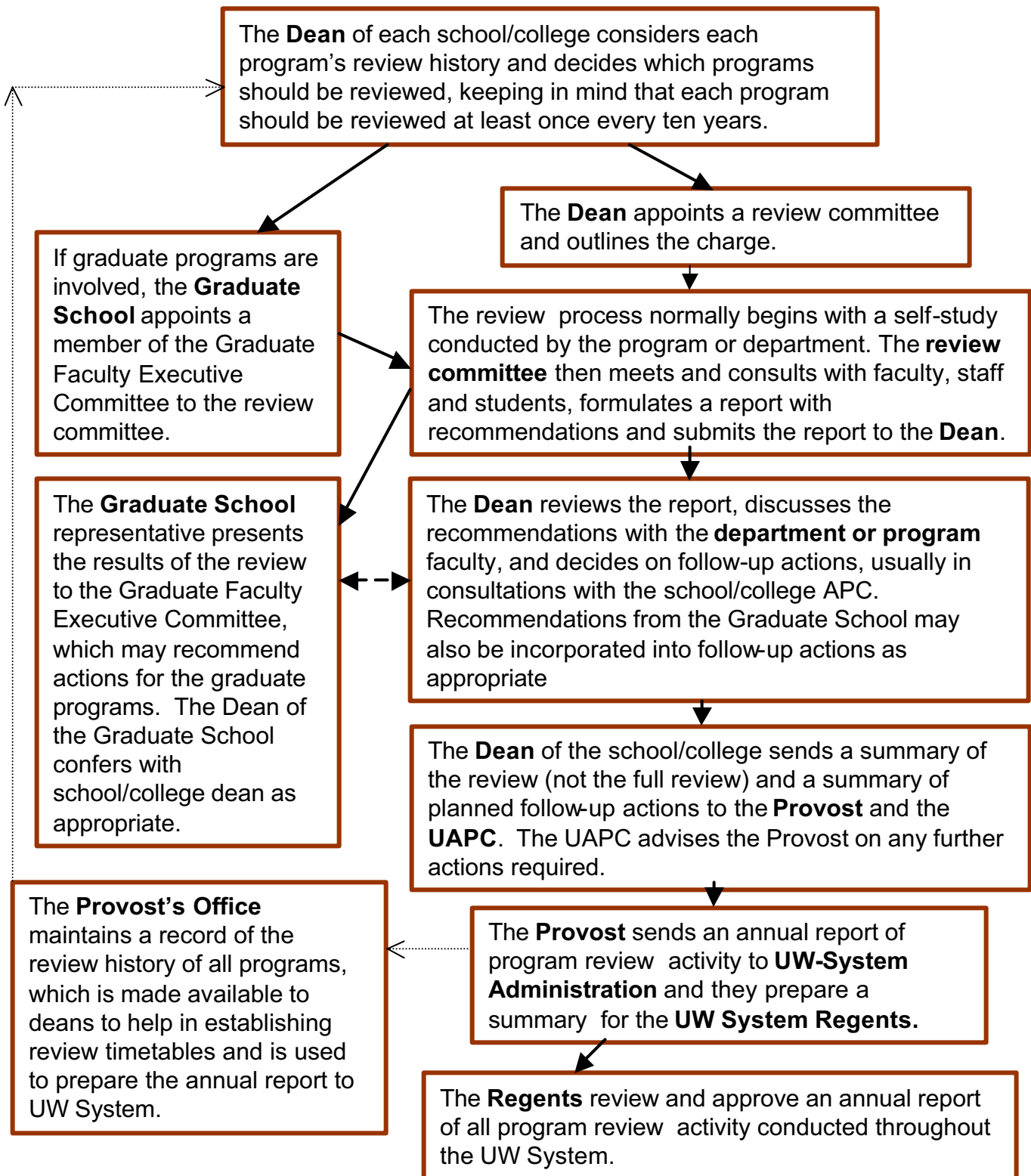
1. What evidence demonstrates a genuine student need and/or community demand -- even at a low level -- for graduates with this specific degree?
2. What is the cost of the program? No program can be assumed to be "without cost". All programs incur minimal costs in terms of record keeping for the school/college, the Registrar's Office, the Graduate School, and others. In addition, faculty time is a cost -- even if special courses are not involved. Time must be devoted to review of the program, recruitment of students, curriculum development, and similar activities.
3. What are the COMPELLING reasons why none of the options outlined above (for merging this major into a larger major, or offering it as an individual major) are viable alternatives?
4. If the degree in question is a Master's degree that is associated with a corresponding Ph.D., does it make sense to evaluate the Master's in conjunction with the doctoral degree? If there is a sufficient number of doctoral degrees, there seems little reason to eliminate the Master's degree.

In addition to these special criteria, all normal program review criteria, such as program quality, uniqueness, and coherence, apply to low-enrollment majors.

Adopted by the UW-Madison University Academic Planning Council, May 1995.

UAPC/lowenrollguidelines.doc

UW-Madison Academic Program Review Overview of the Program Review Process





MEMORANDUM

July 24, 2009

To: Stephen Kolison
UW System Administration Associate Vice President for Academic Affairs

From: Jocelyn Milner

Subject: Annual Report on Program Review and Accreditation

Copy: Rae McCormick, Paul DeLuca, Eden Inoway-Ronnie

In response to UW System's annual request for information on program review and accreditation for the annual report on this topic at the December Board of Regents meeting, I am sending you the information you requested, as follows:

1. A list of program reviews that were completed in 2008-09 is provided in Attachment 1. For each of the reviews completed, a one-paragraph summary of the outcome of the review is also provided in Attachment 1. There were 15 program reviews completed in 2008-09.
2. A list of program reviews that are ongoing or scheduled to start in the coming year is provided in Attachment 1.
3. An update on accreditation review activity is provided in Attachment 2.
4. An update on joint reviews is included in Attachment 1. In summary:
 - a. Biotechnology (MS) – Completed
 - b. Master of Engineering – Completed per our memo to you, May 19, 2009. Awaiting your final action.
 - c. Jewish Studies (BS/BA) – Completed
 - d. Religious Studies (BS/BA) – Completed
 - e. Creative Writing (MFA) - In June 2008 the dean was asked to initiate the review (June 2008). The self-study is expected this fall and the review committee will be convened when the self-study is received by the provost.
 - f. Second Language Acquisition (PhD) – The self-study was completed and submitted to the provost's office in spring 2009. A review committee will be convened in early fall semester.
 - g. Engineering Physics (BS) – The College of Engineering has requested that the joint review be conducted at the same time as the departmental review in 2010-11.

5. An update on new program proposals:
 - a. Doctor of Nursing Practice – All of the materials were submitted to your office (June 25, 2009 memo). We anticipate consideration at the September Board of Regents meeting.
 - b. BS – Environmental Sciences: The program faculty are working on the authorization to implement proposal. We anticipate that a proposal will be ready for consideration in late spring 2010 or fall 2010.
 - c. BS – Environmental Studies: Program faculty are working on an entitlement to plan and we anticipate it will be forwarded to you sometime in the 2009-10 academic year.
6. Academic program changes: The provost sends you a notification each time we approve changes to our academic program array. If you'd like to see the full list of the changes that were approved at UW-Madison in the last year, they are posted on-line: <http://apa.wisc.edu/prgchg08-09.htm>.
7. HLC Reaccreditation: Our reaccreditation site visit was April 27-29, 2009. Our self-study report is posted at <http://www.greatu.wisc.edu/>. We anticipate that the report of the site visit team will arrive in August or September and I expect that we will make a report to the Board of Regents at the December 10, 2009 meeting. You will hear more about this directly from Provost Paul DeLuca.
8. General Education Report – We anticipate that we will give our periodic report on general education to the Board of Regents at the December 10, 2009 meeting.
9. Academic Plan – We anticipate that we will present our academic plan at the December 10, 2009 Board of Regents meeting. Again, I expect that we will have more conversation about this before going forward.

As you can see by this report, UW-Madison faculty and staff invest a great deal of time and effort in program review. These reviews present an opportunity to recognize outstanding programs, to make changes that improve the academic experience for students, and to discontinue programs that lack student interest or no longer serve the purpose for which they were developed. We combine program review with an annual review of low-enrollment programs to assure that our program array remains vibrant. More details about the UW-Madison program review and low enrollment activities are available on line (http://apa.wisc.edu/acad_plng_ProgramReview.html).

Please contact me if you have any questions or need additional information.

Attachments

1. Institutional and Joint Program Review Summary
2. Accreditation information

Institutional and Joint Program Review Summary
UW - Madison
2008-09

Please use this form to list initial program reviews, reviews that were on-going, completed, or deferred in 2008-09, and reviews that are upcoming in 2009-10.

Program or Program Area	Review Status (Initial / On-Going / Completed / Deferred / Upcoming)	Outcome of Completed Reviews (Continuation / Conditional Continuation / Discontinuation)	One-paragraph Description for Completed Reviews Or Update on Initial Joint Review Progress
<i>College of Agricultural and Life Sciences</i>			
Biometry, MS	Completed	Continue	See below
Soil Science, BS, MS, PhD.	Completed	Continue	See below
Plant Breeding and Plant Genetics, MS, PhD	Completed	Continue	See below
Urban and Regional Planning, MS. Accreditation Review. Also in Letters and Science	Completed	Continue	See below
Bacteriology, BS, MS and Microbiology, PhD (Bacteriology departmental/CSREES review)	Initiated in 2006-07; Ongoing		
Entomology, BS, MS, PhD (departmental review)	Initiated 2006-07; Ongoing		
Genetics, BS, MS, PhD; Medical Genetics MS, PhD (Genetics departmental/CSREES review)	Initiated 2006-07; Ongoing		
Recreation Resources Management, MS	Scheduled for 2009-10		
Mass Communications, PhD (with L&S)	Scheduled for 2009-10		
<i>School of Education</i>			
Counseling Psychology, PhD, accreditation review	On-going		
Education and Math, MS	On-going (Low-enrollment)		
Curriculum and Instruction, MS/PhD	On-going		

Earth Science, BS	Scheduled for 2009-10 (Low enrollment)			
Science Education, MS	Scheduled for 2009-10			
Therapeutic Science, MS	Scheduled for 2009-10 (Low enrollment)			
<i>College of Engineering</i>				
Master of Engineering	Joint Review Completed Waiting for UWSA response	Continue		See joint review report
Computer Engineering, BS (departmental review of the Electrical and Computer Engineering Department)	Completed	Continue		See below
Electrical Engineering, BS, MS, PhD (departmental review of the Electrical and Computer Engineering Department)	Completed	Continue		See below
Materials Science, MS/PhD	Completed	Continue		See below
Materials Engineering, MS/PhD	On-going			
Materials Science and Engineering, BS	On-going			
Mechanical Engineering, BS, MS/PhD	On-going			
Chemical Engineering, BS, MS, PhD	Scheduled for 2009-10			
Industrial Engineering, BS, MS, PhD	Scheduled for 2009-10			
<i>School of Human Ecology</i>				
Consumer Affairs, BS	Scheduled for 2009-10			
Retailing, BS	Scheduled for 2009-10			
Personal Finance, BS	Accreditation review initiated 2008-09. Ongoing			
<i>Nelson Institute for Environmental Studies</i>				
Conservation Biology and Sustainable Development, MS	Completed	Continue		See below
Environmental Monitoring, MS/PhD	Scheduled for 2009-10			
<i>College of Letters and Science</i>				
Jewish Studies, BS	Joint Review Completed	Continue		See Joint Review Report
Religious Studies, BS	Joint Review Completed	Continue		See Joint Review Report
Creative Writing, MFA	Joint Review On-going			

Second Language Acquisition, PhD	Joint Review On-going		
Asian Studies (BS/BA)	Ongoing		
Urban and Regional Planning, MS. Accreditation review. Also with CALS.	Complete	Continue	See below
South East Asian Studies (MA)	Ongoing		
Economics (departmental review)	Ongoing		
Geology, MS, PhD (departmental review)	Ongoing		
Geology and Geophysics, BS (departmental review)	Ongoing		
Linguistics (departmental review)	Ongoing		
Communicative Disorders (departmental review)	Initiated in 2008-09. Ongoing.		
English (departmental review)	Initiated in 2008-09. Ongoing.		
Political Science (departmental review)	Initiated in 2008-09. Ongoing.		
Portuguese (departmental review)	Initiated in 2008-09. Ongoing.		
Psychology (departmental review)	Initiated in 2008-09. Ongoing.		
Spanish (departmental review)	Initiated in 2008-09. Ongoing.		
Statistics (departmental review)	Initiated in 2008-09. Ongoing.		
Mass Communications, PhD (with CALS)	Scheduled for 2009-10		
<i>School of Medicine and Public Health</i>			
Biotechnology, MS	Joint Review Completed	Continue	See Joint Review Report
Master of Public Health	Accreditation review completed	Continue	See below
Medical Microbiology and Immunology (BS) (with College of Letters and Science)	Ongoing		
Microbiology PhD, with CALS and the Bacteriology Dept review	Ongoing		
Medical Genetics, MS/PhD	Initiated in 2008-09. Ongoing		
Molecular and Cellular Pathology, MS/PhD	Scheduled for 2009-10		
Clinical Lab Sciences, BS	Scheduled for 2009-10		
<i>School of Nursing</i>			
Nursing, BS, MS, Accreditation	Scheduled for 2009-10		

<i>School of Pharmacy</i>			
Pharmaceutical Science, MS/PhD	Ongoing		
Pharmacology and Toxicology, BS	Ongoing		
Social and Admin Sci – Pharmacy, MS/PhD	Ongoing		
<i>School of Veterinary Medicine</i>			
Doctor of Veterinary Medicine	Accreditation review completed	Continue	See below
Comparative Biomedical Sciences, MS/PhD	Initiated in 2008-09. Ongoing		

Biometry, MS. The program benefits students and faculty through its strong contribution to interdisciplinary learning and research. Most of the faculty associated with the program have taken up administrative positions and so the program is currently short of faculty. Recommendations include broadening faculty participation, strengthening the role of the executive committee, and providing administrative support to the program.

Plant Breeding and Plant Genetics, MS/PhD. The graduate program in Plant Breeding and Plant Genetics is an interdisciplinary program drawing on faculty in eight departments; the prominence and research diversity of the faculty and effective leadership are areas of strength. A \$1M gift from Monsanto and other important gifts contribute to graduate student support. The review committee recommended that: the supporting infrastructure and administrative support be strengthened; the program establish clear performance standards for student progress, including more clearly defined expectations for the thesis, and checkpoints or milestones as benchmarks for progress; the web site be kept up to date; the program continue efforts to develop internships for students and increase student exposure to different work environments.

Soil Science, BS, MS, PhD. The comprehensive departmental review examined the undergraduate and graduate program, faculty research, extension, facilities, and staffing. The faculty has a vision for maintaining the five core areas of soil science. However, the faculty need to develop clear goals and focus related to the strategic support and development of the five traditional disciplines of soil science and emerging areas of research and scholarship, especially emerging areas related to the environment. Undergraduates are enthusiastic about the quality of the program and their experience; the review committee recommended on-going attention to curriculum development. The graduate program cultivates a strong atmosphere of scientific inquiry and integrity among the faculty, staff and students.

Urban and Regional Planning, MS. The accreditation review examined the MS program and issues related to the entire department. A strength of the program is its leadership on planning for sustainability with linkages between natural resource planning, infrastructure, and economic development. The policy focus and physical planning focus are both strong. While the program's impact is mostly regional and state in scope and related to environmental planning, land use, and policy, it could raise its profile to become a national leader. Areas requiring improvement relate to diversity of the faculty and students and how the range of faculty and students are recruited and served by the program. Enhanced recruiting initiatives, and stronger internship programs and career services are important future directions.

BS-Computer Engineering; BS, MS, PhD Electrical Engineering. These programs were reviewed in the context of the departmental review for Electrical and Computer Engineering (ECE). The departmental review complements the ABET accreditation review, which focuses most heavily on student learning outcomes. The review included both a College of Engineering review committee and external reviewers. The department faces issues of faculty retention and a steadily decreasing number of undergraduates. The high quality of students was lauded. Nearly all undergraduates secure employment before they graduate and the department has taken steps to improve recruiting opportunities. Concerns about the imbalance between resources and strategic ambitions, mentoring of junior faculty, and leadership structure are being addressed in the context of a three-year timeline for improvement.

Materials Science, MS/PhD. The review committee found that the program's success can be attributed to a large interdisciplinary faculty who approach material science from a variety of perspectives. Students graduate from the program in large numbers and have a range of employment opportunities. The review committee recommended the program improve communication and community among the participating faculty, reduce variability in research-readiness exam for PhD applicants, require a common core competency, and examine its relationship with the Material Science and Engineering department and graduate program. The program is developing a strategic plan, which will be completed in 2009-10.

Conservation Biology and Sustainable Development, MS. The review was based on a self-study and work of a review committee. The review committee recommended that recruiting efforts focus on rebuilding the international student cohort and on recruiting a more diverse student body. The program should diversify funding sources for graduate students. Better communication to students and faculty through an updated website and advising handbook were recommended. A number of suggestions were offered to enhance the curriculum including a clearer articulation of learning goals for the core courses and attention to balance between biological aspects (population genetics, modeling, ecology) and social science aspects (public policy, environmental economics, risk assessment, community based conservation). The review committee found that the program has achieved a strong national and international reputation and will be well served to focus on key strengths in interdisciplinary training across the boundaries of social and natural sciences.

Urban and Regional Planning, MS. Accreditation review. Summary report not provided by accrediting agency.

Master of Public Health, School of Medicine and Public Health. Accreditation review. The MPH was reviewed by the Council on Education for Public Health for the first time for this new program, established three years ago. The program met the criteria for accreditation. The review report noted several successes of the program, for example: the program has strong interdisciplinary faculty, effective governance and management, and sufficient resources; the capstone projects were rigorously conducted and the field and capstone courses are effective curricular elements. The report also documented some areas for improvement: more attention to methods for evaluating learning outcomes and using that information in program evaluation and program improvement; stronger alignment of electives with program objectives; more professional development offerings to the public health workforce.

Doctor of Veterinary Medicine. School of Veterinary Medicine. Accreditation review team's report was based on a self-study and a site visit. The report commended the School for: providing a collegial environment for students; success in obtaining gifts and grants and an entrepreneurial culture; allocating space to promote educational opportunities; the clinical resources for both large and small animal care; implementing the Personal and Wellness Support Services office for students; recruiting and admission practices; quality of instruction; strong links between outcomes assessment and the evaluation and improvement of the curriculum. Recommended improvements included a placement of the isolation area of the hospital in a lower traffic area, long-term planning to alleviate space constraints, a review of the library acquisition budget, and attention to faculty salaries and faculty retention. Overall, the accreditation review provided an extraordinarily strong positive review of the program.