TRANSMITTAL for COURSE DESIGNATOR CHANGE/CREATION:
Request for Designator Creation/Change

I. INFORMATION:

1. Department(s) Proposing Designator Change/Creation: Agricultural Engineering Technology
2. College(s) CAFES
3. Proposal prepared by: Joseph Shakal Date: 09/16/15
4. Check all that apply
   □ New Designator
   □ Change In Designator

5. Other Programs/Departments Consulted (Requires letters of comment from all Departments or Programs substantially affected):
   a.)
   b.)
   c.)
   d.)

6. Proposed Catalog year of Implementation: Year Fall 2016
   Note: Must be done in consultation with the Registrar’s Office.

7. Attach Request Narrative: Include in narrative on attached pages a rationale for the requested changes or creation of a designator. Include a listing of courses affected by the designator change/creation. Also list all courses affected by the designator change/creation. Include the current and proposed designator assignments for all affected courses?

8. UNIT APPROVALS: Requires signatures of all Department Chairs and Deans whose programs will be substantially affected by the changes or proposal. Signature lines for the affected Departments and Colleges (noted in “5” above), are on the 2nd page of this form. These signatures should be obtained prior to review by all other shared governance levels.

   Signature Date
   Department/Program Chair Joseph Shakal 9-17-15
   Registrar                           9-29-15
   Dean of College                    9/28/15
   Academic Policy & Program Cmtt. Chair 10/7/15

*NOTE: The master copy of this transmittal & accompanying documents must be filed in the Registrar’s office upon final approval. The Registrar’s office will notify all appropriate administrative offices [Dean(s), Department Chair(s)] of approvals & necessary actions to implement changes.
TRANSMITTAL for COURSE DESIGNATOR CHANGE/CREATION:

**Signatures of Additional Department & Colleges Consulted**

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From: Mialisa Moline  
Sent: Friday, September 11, 2015 12:50 PM  
To: James Zimmerman; Joseph Shakal  
Subject: RE: change name of department

Hi Joe, Please use the following form: http://www.uwrf.edu/FacultySenate/upload/WEB-designator-transform.pdf

Where the form states “Change in Designator,” please check that box and then mark through the text with a pen and write in “Change in Department Name.” This form *appears* to be the one currently in use for a new or revised department name.

AP&P will work to update this form soon, I hope.

Thank you. I look forward to hearing from you soon.

Mialisa Moline

From: James Zimmerman  
Sent: Friday, September 11, 2015 10:16 AM  
To: Joseph Shakal  
Cc: Mialisa Moline  
Subject: Re: change name of department

Hey Joe,  
You’re right. There IS a form for that, and I thought it was on the FS forms page. Actually I retired from UWRF in May so I’m not the person to ask on this. The new AP&P chair is Mialisa Moline (mialisa.moline@uwrf.edu). I’d suggest contacting her.

If you and Mialisa can’t find it feel free to get back to me. I probably have that form on an external hard drive backup from my office computer.

Best of luck.  
Jim Zimmerman

From: Joseph Shakal  
Sent: Friday, September 11, 2015 9:15 AM  
To: James Zimmerman  
Subject: change name of department

Jim,  
As part of adding the new engineering program here at UWRF, we need to change the name of our department to reflect the new major.  
Can you point me to the form required to change the name of our department.  
I’m not seeing one here:  
https://www.uwrf.edu/FacultySenate/AcademicForms.cfm  

Thanks
Transmittal for Change in Designator:
Request for Department Name Change

From: Agricultural Engineering Technology
To: Engineering and Technology

Narrative:

This request serves to change the name of the Agricultural Engineering Technology Department in order to integrate the newly approved professional agricultural engineering program. With approval of the new program, the department must evolve to include both the existing engineering technology program, as well as new engineering programs, the first being agricultural engineering. UWRF has received approval to plan for environmental engineering, but approval to formally request the program is expected at a later date. Changing the department name will not affect any other departments or majors, because the existing Agricultural Engineering Technology program is not being changed. Changing the department name will not affect the content of existing courses, nor impact students in other programs taking these courses.

The change in department name should take effect for the beginning of Fall Semester 2016. This is when UWRF will begin accepting students into the new professional agricultural engineering major.

A related course designator change/creation request was submitted by Dr. Dean Olson, and approved in Spring/2015. Implementation will take effect Fall of 2016. This request involved creation of the “AET” course designator (for Agricultural Engineering Technology) and transfer of select “AGEN” courses into the new AET designator. The “AGEN” designator will thus identify courses in the new professional agricultural engineering program.