November 17, 2016

To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin-River Falls

From: Mialisa Moline, Chair  
Faculty Senate  
University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2016-17/55

The following motion was approved with 17 in favor, 2 opposed, 0 abstentions, by the Faculty Senate on November 16, 2016:

A motion from the Executive Committee (Mialisa Moline, Chair) to approve the following “Temporary, Abbreviated, Official Course-Specifications Revision Process” (contained on the next four pages by itself for clarity’s sake):
Motion to Approve a Temporary, Abbreviated, Official Course-Specifications Revision Process:

Programs will have a window of opportunity to use the temporary, abbreviated, official course-specification revision process. The steps are defined below:

1. As an important step in the preparations for the university’s re-accreditation review (i.e. HLC), all programs are requested to review their official course specifications (i.e. sometimes referred to as “official syllabi”) to ensure that they are up to date, meet program needs (e.g. each course has learning objectives/outcomes that are assessable and complement, support, and/or are consistent with program-level learning outcomes), and reflect appropriate disciplinary practices.\(^1\) Note that all courses must have appropriate learning objectives/outcomes.

2. Using this abbreviated process, programs may propose changes to official course specifications for existing courses provided that the following occurs.
   a. no changes in either course number and/or the number of credits are proposed,
   b. the official, combined transmittal/course specifications form is completed (Note that only department, and/or program, and dean signatures are required.), and
   c. the program (and department, as appropriate) formally moves to approve the proposed changes (i.e. votes on the change(s)), and
   d. consultation with courses where overlap occurs is assumed to have been documented (e.g. communications between the programs),
   e. the minutes from the relevant meeting(s) and the combined transmittal/course specification forms are submitted electronically to the appropriate dean’s office (i.e. either the college wherein the program is housed or the associate provost for university-wide courses such as but not limited to WIS, HON, and UNIV), and
   f. the above steps are completed no later than February 24, 2017 (earlier submissions are encouraged and recommended).

3. No later than March 24, 2017, (earlier decisions are encouraged if possible) either the appropriate dean, or the associate provost for university-wide courses, will review each proposal and will
   a. approve the proposal and, after notifying the program, send the official course specifications electronically to syllabi@uwrf.edu, copying the UCC chair, or
   b. reject the proposal, communicating to the program the specific reasons, or
   c. return the proposal to the program for revision and resubmission, indicating the specific reasons.

4. Programs receiving “revise and resubmit” notices from either a dean’s office, or the associate provost for university-wide courses, will have until April 24, 2017 to submit proposed revisions.

\(^1\) Criteria 3.A.1: Courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded (http://policy.hlcommission.org/Policies/criteria-for-accreditation.html).
5. For resubmissions only, either deans offices, or the associate provost for university-wide courses, will have until **May 12, 2017** to review each revised proposal and either
   a. approve the proposal and, after notifying the program, send the official course specifications electronically to syllabi@uwrf.edu, copying the UCC chair, or
   b. reject the proposal, communicating to the program the specific reasons.

6. Programs and either deans offices, or the associate provost for university-wide courses, are jointly responsible for ensuring that appropriate consideration of impacts on other programs (e.g. service courses), and so on are addressed effectively. Deans offices and departments are requested to engage in appropriate communication during the process.

7. New course specification proposal, or those that involve course number and credit changes will follow the regular, curriculum-approval process.

8. Course revisions either not approved through this process (i.e. rejected) or that involve proposals not sent to the appropriate dean’s office, or the associate provost for university-wide courses, by **February 24, 2017** will follow the regular, curriculum-approval process.

9. The UCC chair is authorized to redirect any course proposal to the full review process at any stage in the process.

For courses that were not taught during the 2017-18 academic year, a second opportunity will exist.

1. Using this abbreviated process, programs may propose changes to **official course specifications for existing courses that were not taught during the 2017-18 academic year** provided that the following occurs.
   a. **no** changes in either course number and/or the number of credits are proposed,
   b. the official, combined transmittal/course specifications form is completed (Note that only department, and/or program, and dean signatures are required.), and
   c. the program (and department, as appropriate) formally moves to approve the proposed changes (i.e. votes on the change(s)), and
   d. consultation with courses where overlap occurs is **assumed to have been documented** (e.g. communications between the programs),
   e. the minutes from the relevant meeting(s) and the combined transmittal/course specification forms are submitted electronically to the appropriate dean’s office (i.e. either the college wherein the program is housed or the associate provost for university-wide courses such as but not limited to WIS, HON, and UNIV), and
   f. the above steps are completed no later than **October 6, 2017** (earlier submissions are encouraged and recommended).

2. No later than **November 3, 2017**, (earlier decisions are encouraged if possible) either the appropriate dean, or the associate provost for university-wide courses, will review each proposal and will
   a. approve the proposal and, after notifying the program, send the official course specifications electronically to syllabi@uwrf.edu, copying the UCC chair, or
b. reject the proposal, communicating to the program the specific reasons, or 
c. return the proposal to the program for revision and resubmission, indicating the specific reasons.

3. Programs receiving "revise and resubmit" notices from either a dean's office, or the associate provost for university-wide courses, will have until **November 30, 2017** to submit proposed revisions.

4. For resubmissions only, either deans offices, or the associate provost for university-wide courses, will have until **December 15, 2017** to review each revised proposal and either
   a. approve the proposal and, after notifying the program, send the official course specifications electronically to syllabi@uwrf.edu, copying the UCC chair, or
   b. reject the proposal, communicating to the program the specific reasons.

5. Programs and either deans offices, or the associate provost for university-wide courses, are jointly responsible for ensuring that appropriate consideration of impacts on other programs (e.g. service courses), and so on are addressed effectively. Deans offices and departments are requested to engage in appropriate communication during the process.

6. New course specification proposal, or those that involve course number and credit changes will follow the regular, curriculum-approval process.

7. Courses taught during the 2017-18 academic year will follow the regular curriculum-approval process.

8. Course revisions either not approved through this process (i.e. rejected) or that involve proposals not sent to the appropriate dean's office, or the associate provost for university-wide courses, by **October 6, 2017** will follow the regular, curriculum-approval process.

9. The UCC chair is authorized to redirect any course proposal to the full review process at any stage in the process.

☐ Approved

☐ Disapproved

Dean Van Galen, Chancellor

Date