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

From: Wes Chapin, Chair  
Faculty Senate  
University of Wisconsin-River Falls  

September 16, 2012  

RE: UWRF Faculty Senate Motion 2012-13/36

At the September 12, 2012 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2012-13/36 was passed and is effective immediately. The motion is forwarded to you for your action.

**Motion from the Executive Committee (Wes Chapin, Chair) serving as the Committee on Committees to approve a Graduate Studies Curriculum Committee as per Senate motion, [http://www.uwrf.edu/FacultySenate/upload/2012-2013-FS-Motion-17.pdf](http://www.uwrf.edu/FacultySenate/upload/2012-2013-FS-Motion-17.pdf), and to place its description into the By-Laws, authorizing the Vice Chair to renumber/re-letter as appropriate.**

**Graduate Studies Curriculum Committee**

1. Membership: Five members of the graduate faculty (one of whom will serve as chair), the Provost and Vice Chancellor or his/her designee, and one graduate student appointed by Student Senate. The Registrar or his/her designee, and the Director of Outreach and his/her designee will be ex-officio, non-voting members.

2. Term of office: three years for faculty, one-third to be appointed each year; one year for students.

3. Purposes:
   A. Graduate course proposals: to provide a University-wide forum for the critical reading of and response to new graduate course proposals and all substantial changes to existing course proposals
   B. Graduate program proposals: to provide a forum for the critical reading of, and response to, new graduate program proposals and all substantial changes to existing graduate programs

4. Duties:
   A. Graduate course proposals
      (1) to receive and evaluate all new and revised graduate courses that have been approved by the appropriate department/program, college curriculum committee(s) (for slash,
combined undergraduate/graduate courses), the college dean, and the director of graduate studies. The committee will review courses and make recommendations in relation to their quality and the application of credit. The Committee will also adjudicate and make recommendations in those cases that involve University regulations or cross college/program/department overlap.

(2) to coordinate procedures with all college curriculum committees.
(3) to suggest changes in format of the graduate course proposal form and transmittal form to the University Curriculum Committee

B. Graduate Studies Programs
(1) to examine and recommend to the Academic Program and Policy Committee proposals for new graduate degree and graduate certificate programs. An academic program is defined as an organized group of college-level, credit-bearing courses, and their related experiences, designed to be used within the fulfillment of a degree or certificate. The Committee will also adjudicate and make recommendations in those cases that involve University regulations or cross college/program/department overlap
(2) to examine and recommend to the Academic Program and Policy Committee proposals for substantial changes in graduate degrees and certificate programs
(3) to suggest changes in format of the graduate program proposal form and transmittal form to the Academic Program and Policy Committee

5. Procedure:
A. Graduate course proposals
(1) Graduate courses are usually generated and developed by department faculty. Graduate course proposals must be reviewed and approved at the departmental level. Letters of acknowledgement from persons in departments that were consulted where possible curriculum overlap may occur should be forwarded with the proposal. Letters of acknowledgment are required from consulted departments whose graduate course enrollments may be affected due to changes in or additions of graduate course prerequisites in the proposal. (Note: if reasonable and documentable efforts to obtain letters of acknowledgement have failed, the proposer(s) should indicate this in the materials accompany the proposal. The originating department must sign off on the accompanying transmittal form. If the proposal is a combined undergraduate/graduate course it is then sent to the college curriculum committee or other appropriate committees if the course is intercollege in nature.
(2) The dean of the college approves or disapproves new graduate courses and/or changes in graduate course offerings by signing the accompanying transmittal form. This signature is an indication that the Dean acknowledges the impact the course may have on faculty load and financial requirements.
(3) The director of graduate studies approves or disapproves new graduate courses and/or changes in graduate course offerings by signing the accompanying transmittal form.
(4) Graduate course proposals approved by the deans and the director of graduate studies are forwarded to the Graduate Studies Curriculum Committee (one copy per member plus an updated electronic copy). When a graduate course is revised or changed, copies of the old original proposal must also be sent to the Graduate Studies Curriculum Committee. A signed transmittal form must accompany all graduate course proposals.
(5) The Graduate Studies Curriculum Committee chair will publish in the committee's agenda a list of all graduate courses to be reviewed by the committee to inform the
University faculty. Information will be published in accordance with Wisconsin Open Meetings Law requirements.
(6) At the request of the committee chair, a departmental representative must be at the meeting to represent new and revised graduate course proposals. The representative should be prepared to provide a short verbal explanation/justification of the new or revised graduate course proposal. The representative will serve as a liaison between the Graduate Studies Curriculum Committee and the department in which the proposal originated. The committee may ask the representative to clarify information and provide background material.
(7) Guidelines for review and approval of graduate course proposals:
   (a) Review for accuracy information prompts, such as year of first offering, and program requirements.
   (b) Check for the inclusion of appropriate prerequisites.
   (c) Review for adequacy of graduate course outlines and attachments including letters of acknowledgement from persons in departments that were consulted where possible curriculum content overlap may occur.
   (d) Adjudicate and make recommendations in those cases of overlap or other conflicts involving University regulations or intercollegiate differences.
   (e) If substantive changes to the graduate course proposal are deemed necessary for the graduate course to be approved by the Graduate Studies Curriculum Committee, the proposal may be sent back to the appropriate college curriculum committee.
(8) Guidelines for information dissemination after committee action:
   (a) Minutes of all the meetings will be sent to:
      1. all committee members
      2. all college curriculum committee chairs
      3. all college Deans and the Director of Graduate Studies
      4. the chairs of the Academic Program and Policy Committee and the University Curriculum Committee
(9) Graduate course proposals approved by the Graduate Studies Committee will be forwarded to the University Curriculum Committee for additional review.

B. Graduate Program Proposals
(1). Recommendations dealing with new or revised graduate programs and certificates are approved by the department, college curriculum committee, college dean, director of graduate studies, Graduate Studies Curriculum Committee, Academic Program and Policy Committee, Faculty Senate, the Provost and Vice Chancellor, and the Chancellor, in that order.

Approved

Disapproved

Dean Van Galen, Chancellor

Date