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

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

October 12, 2012

RE: UWRF Faculty Senate Motion 2012-13/44

At the October 10, 2012 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2012-13/44 was passed. The motion is forwarded to you for your action.

Motion from the University Curriculum Committee (Alexandru Tupan, Chair) to change its description. (Notes: See attached document. The membership changes will take effect May 10, 2013. The other changes will be implemented immediately.)

Approved    

Disapproved

Dean Van Galen, Chancellor

10/27/12

Date
1) Purpose:
   a) to provide a University-wide forum for the critical reading of and response to new course proposals and all changes to existing course proposals
   b) to facilitate the resolution of differences between colleges, departments, and programs where duplication of course content occurs
   c) to provide continuity and guidance regarding course proposal format
   d) to provide continuity and guidance regarding the amount of detail in course proposals
   e) to maintain a standardized form to be used for all course proposals and accompanying transmittal forms

2) Membership: Seven faculty members (at least three of whom are members of the graduate faculty), the Provost and Vice Chancellor or his/her designee, and one student. The seven faculty members selected will include at least one representative from each of the colleges. The Registrar or designee and a representative from the Library will sit as ex-officio, non-voting members of the Committee. [FS06/07 #31]

3) Term of Office: Three years for faculty, approximately one-third to be appointed each year, one year for students.

4) Duties:
   a) to receive and evaluate, according to University Curriculum Committee purposes, all new and revised courses that have been approved by the appropriate college curriculum committee and/or the Graduate Studies Curriculum Committee. The University Curriculum 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/department/program overlap [FS 06/07 #31]
   b) to coordinate procedures with all college curriculum committees and/or the Graduate Studies Curriculum Committee
   c) to suggest changes in format of the course proposal form and transmittal form

5) Procedure:
   a) Courses are usually generated and developed by department faculty. 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 must be forwarded with the proposal. Letters of acknowledgment are required from consulted departments whose course enrollments may be affected due to changes in or additions of course prerequisites in the proposal. The originating department must sign the accompanying transmittal form. If the proposal is either an undergraduate course or a combined undergraduate/graduate proposal, it is then sent to the college curriculum committee or other appropriate committees. In the case of an intercollegiate course, for example, the proposal is sent to the college curriculum committee where the program is housed administratively; whereas in the case of a graduate course, it is sent to the Graduate Studies Curriculum Committee.
   b) The Dean of the College approves or disapproves new courses and/or changes in 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.

c) Graduate level courses must also be approved or disapproved by the Graduate Studies Curriculum Committee and signed by the Director of Graduate Studies before being submitted to the University Curriculum Committee.

d) Education-abroad courses must also obtain a letter from the Chair of the International Programs Committee.

e) Course proposals approved by the Deans (and both the Director of Graduate Studies and the Graduate Studies Curriculum Committee, for graduate courses) are forwarded to the University Curriculum Committee (an updated electronic copy). When a course is revised or changed, copies of the old original proposal must also be sent to the University Curriculum Committee. A signed transmittal form must accompany all course proposals.

f) The University Curriculum Committee Chair will publish in the committee's agenda a list of all courses to be reviewed by the University Curriculum Committee so as to inform the University faculty. Information will be published in accordance with Wisconsin Open Meetings Law requirements.

g) At the request of the University Curriculum Committee Chair, a departmental representative must be at the meeting to represent new and revised course proposals. The representative should be prepared to provide a short verbal explanation/justification of the new or revised course proposal. The representative will serve as a liaison between the University Curriculum Committee and the department in which the proposal originated. The committee may ask the representative to clarify information and provide background material.

h) Guidelines for review and approval of course proposals:
   (1) Review for accuracy information prompts, such as year of first offering, minor/major requirements.
   (2) Check for the inclusion of appropriate prerequisites.
   (3) Review for adequacy of course outlines and attachments including acknowledgment letters from persons in departments who were consulted where possible curriculum content overlap may occur. In the case of education abroad courses, a letter from the chair of the International Programs Committee must also be reviewed.
   (4) Adjudicate and make recommendations in those cases of overlap or other conflicts involving University regulations or intercollegiate differences.
   (5) If substantive changes to the course proposal are deemed necessary for the course to be approved by the University Curriculum Committee, the proposal may be sent back to the appropriate college curriculum committee or the Graduate Studies Curriculum Committee.

i) Guidelines for information dissemination after committee action:
   (1) Minutes of all the meetings will be sent to:
      (a) all committee members
      (b) all college curriculum committee chairs
      (c) all college Deans and the Director of Graduate Studies
      (d) the chair and secretary of the Faculty Senate
      (e) the President of the Student Senate
(2) The original course proposal with accompanying transmittal form will be sent to the Dean's Office of the appropriate college, or the Office of Graduate Studies (for graduate courses), for the permanent/official files. Copies, including transmittal form, will also be sent to the person who submitted the course proposal and one to the Department(s) in which the course will be taught.