TO:      Don Betz, Chancellor  
         116 North Hall  
         University of Wisconsin-River Falls

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

RE:   UW-RF Faculty Senate Motion 2006-2007/31

At the November 29, 2006 meeting of the University of Wisconsin-River Falls Faculty Senate, a motion 2006-2007/31 was made, seconded, and passed. This motion is forwarded for your action:

A motion from the University Curriculum Committee to recommend changes to the Faculty Senate By-Laws and to renumber/re-letter subsequent committee descriptions appropriately (see attached)

Motion 2006-2007/31 passed on November 29, 2006. This motion will take effect immediately.

Approved

Disapproved

Don Betz, Chancellor  

Date  12/4/06
Chapter 3.3: Faculty By-laws  
Article III  
Section F – University Curriculum Committee

1. Purpose:
   a. To provide a university wide forum for the critical reading and response to new course proposals and all changes to all existing course proposals.
   b. To facilitate the resolution of differences between colleges 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: Nine faculty (at least three of whom are members of the graduate faculty and who are affirmed by the Graduate Council), the Provost and Vice Chancellor or the Provost and Vice Chancellor’s designee, and one student. The nine faculty members selected will include at least one representative from each of the colleges. The Registrar or designee, a representative from the library, and a representative from the Office of Graduate Studies will sit as an ex-officio, non-voting members of the Committee.

3. Term of Office: Three years for faculty, 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 Council. 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 overlap.
   b. To coordinate procedures with all college curriculum committees and/or the Graduate Council.
   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 support 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 or additions of course prerequisites in the proposal. The originating department must sign off on the accompanying transmittal form. The proposal is then sent to the college curriculum committee or other appropriate committees if the course is intercollege or graduate in nature.
   b. The Dean of the College approves or disapproves new courses and/or changes in course offerings by signing off on 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 be approved or disapproved by the Graduate Council and signed by the Director of Graduate Studies before being submitted to the University Curriculum Committee.

d. Course proposals approved by the Deans (and the Director of Graduate Studies, for graduate courses) are forwarded to the University Curriculum Committee (one copy per member plus 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.

e. 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 meeting statutes.

f. 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.

g. 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 letters of support from persons in departments that were consulted where possible curriculum content overlap may occur.

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 Council.

h. 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 committees 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.