Faculty Senate • http://www.uwr.edu/faculty_senate/welcome.html
Senators: Chair – Wes Chapin, Vice Chair – Cogdell Rogers, Secretary – John Heppen, Executive Committee – Brenda Boetel and Glenn Potts

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 2006-2007/38

At the January 16, 2006 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2006-2007/38 was made, seconded, and passed. This motion is forwarded for your action:

A motion from the University Curriculum Committee to approve new course proposal and course transmittal documents (see attached).

Motion 2006-2007/38 passed on January 16, 2007. This motion will take effect immediately.

Approved

Disapproved

Don Betz, Chancellor

Date: 1/16/07

Note: See Motion 2006-2007/47
Proposed changes to the Course Proposal form:

1) Rearranged locations of check boxes for changes to courses.
2) Added a box for changes to the prerequisites of a course.
3) Added text to the box for a change in the course content.
4) Added an “other” change box.
5) Added locations for separate undergraduate and graduate prerequisites.
6) Added a location to declare the grading format to be used in the course.
7) In item 8, added a suggestion to attach a sample syllabus for the outline of the course content.

Proposed changes to the Graduate Transmittal form:

1) Added a clarification that College curriculum committees only need to review “slash” courses, not graduate-only courses.
2) Added two boxes for the Dean’s office to check: One to state that resources exist to staff the course, and one to show permission to not offer a final exam.
3) Changed “Signature of Graduate Council” to “Director of Graduate Studies.”

Proposed changes to the Undergraduate Transmittal form:

1) The title was changed to reflect the usage of the form.
2) Removed “and submitted to the Curriculum Committee of the College of ‘” from the first section.
3) Added two boxes for the Dean’s office to check: One to state that resources exist to staff the course, and one to show permission to not offer a final exam.
4) Changed “reviewed, and recorded” to “and approved” to reflect the updated language in the by-laws for the UCC.
5) Added “Registrar” to the list of offices to be notified when a course is approved.
COURSE PROPOSAL
UNIVERSITY OF WISCONSIN-RIVER FALLS

Course submission sequence: Undergraduate only – College Curriculum Committee then UCC
Graduate only – Graduate Council then UCC
Slash courses – College Curriculum/Graduate Council then UCC

Department Name: 
Subject Code: (e.g., ART, ENGL, CJ)
Course Number: 
Credits: 
Course Title: 
Abbreviated course title (maximum of 25 characters): 

Level: [ ] Undergraduate [ ] Graduate [ ] Both

Check all that apply:
[ ] New course
[ ] Change in course number Previous number:
[ ] Change in number of credits Previous credits:
[ ] Change in course title Previous title:
[ ] Change in prerequisites Previous prerequisites:
[ ] Change in catalog description (If checked, include old catalog description in Item 3, page 2.)
[ ] Change in course content (If checked, describe the changes in Item 2, page 2.)
[ ] Proposed for General Education (If checked, attach Appendix GE)
[ ] Proposed for University Requirement of Global Perspective/American Cultural Diversity (If checked, attach Appendix GP and/or ACD)
[ ] Other: 

First offering of the new/revised course will be: (term/year)

Check one: [ ] Permanent Course [ ] Temporary Course (term/year to be offered)

Class hours per week:
Lecture: (1 hour / week = 1 credit)
Laboratory: (2-3 hours/ week = 1 credit)
Discussion: (1 hour / week = 1 credit)

Prerequisites: (Not permitted for General Education courses.) The prerequisites listed here will be added to the course description in the catalog.
Undergraduate: 
Graduate: 

Is the course repeatable for credit?
[ ] Yes [ ] No If yes, maximum credits: and/or maximum attempts:

Grading format: [ ] Letter Grades [ ] Pass/Fail

Relationship of this proposal to the departmental major/minor or program:

<table>
<thead>
<tr>
<th>Undergraduate Major(s)</th>
<th>Undergraduate Minor(s)</th>
<th>Graduate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Required
Please complete the following:

1. Duplication
   a. State whether or not there is any possible overlap or duplication of course material between this course and existing programs within your college or within the University.

   b. Please list the departments with whom you have consulted and attach letters from those departments.

2. Briefly explain the need for this course (new courses) or the changes in this course (existing courses).

3. Catalog description including term(s) offered ($F =$ Fall, $Sp =$ Spring, $SS =$ Summer). Maximum of 50 words please:

4. Course objectives:

5. General teaching procedure/methodology:

6. Evaluation procedures to be used: (If no final exam is planned, written permission of the Dean is required.)

7. What distinction is made between the requirements and/or performance for undergraduate and graduate students?

8. Outline of course content: (Outline must be sufficiently detailed to clearly indicate content of the course. Attaching a sample syllabus is recommended.)

9. Recommendations of materials to be added to the library collections:
10. List those books to be obtained from the Textbook Library: (Include complete citation)

11. List those books to be purchased by the students:

12. Estimated cost to student for materials, supplies, etc:

$________

13. Does this course reflect any human relations components as identified in the Administrative Code of the Department of Public Instruction?

☐ Yes  If yes, please complete Appendix A.
☐ No   If no, Appendix A may be omitted.
TRANSMITTAL OF UNDERGRADUATE CURRICULUM/COURSE PROPOSAL

Department/Course Number/Name:
Nature of Proposal:
Proposed Effective Date:
Will course be taught with current staff? □ Yes □ No
If no, what additions should be made?
Are library holdings adequate?
Individual(s) preparing this syllabus:

Approved by the department of: __________________________ on ____________, 20____

________________________________________
Signature of Chair

Reviewed and approved by the Curriculum Committee of the College of ___________ on ____________
(date).

________________________________________
Signature of Chair

Comments:

________________________________________
Signature of Dean

Approved by the Dean of the College of ___________ on ____________ (date).
☑ Resources exist to staff this class/program.
☐ Permission granted for no final exam, if applicable.

________________________________________
Signature of Dean

Comments:

________________________________________
Signature of Chair

Reviewed and approved by the University Curriculum Committee on ____________ (date).

Comments:

________________________________________
Signature of Chair, General Ed Committee

Approved for general education credit (if applicable) on ____________ (date).

Comments:
Approved for University Requirement of Global Perspectives or American Cultural Diversity credit (if applicable) on __________ (date).

Comments: GP or ACD (circle one)

<table>
<thead>
<tr>
<th>NOTIFICATION OF ACTION TO</th>
<th>Signature of Chair, AP&amp;P Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chancellor</td>
<td></td>
</tr>
<tr>
<td>Dean of the College</td>
<td></td>
</tr>
<tr>
<td>Chair of the College Curriculum Committee</td>
<td></td>
</tr>
<tr>
<td>Initiating Department(s)</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td></td>
</tr>
</tbody>
</table>

Revised December 2006
TRANSMITTAL OF GRADUATE COURSE PROPOSAL

Department/Course Number/Name:
Nature of Proposal:
Proposed Effective Date:

Will course be taught with current staff? □ Yes □ No

If no, what additions should be made?

Are library holdings adequate? Yes □ No

__________________________ Date

Signature of University Librarian

Individuals(s) preparing this syllabus:

Approved by the department of: ________________________ on ____________, 20___

__________________________

Signature of Dept. Chair or Masters of
Management Program

Reviewed and approved by the Curriculum Committee of the College of __________ on __________
(date).
(This is only necessary for ‘slash’ courses.)

__________________________

Signature of College Curriculum Committee Chair

Comments:

__________________________

Approved by the Dean of the College of __________ on __________ (date).
□ Resources exist to staff this class.
□ Permission granted for no final exam, if applicable.

__________________________

Signature of Dean

Comments:

Approved by Graduate Council on ____________ (date).

__________________________

Signature of Director of Graduate Studies

Comments:

Reviewed and approved by the University Curriculum Committee on __________ (date).

__________________________

Signature of Chair

Slash courses (i.e. 300/500 or 400/600) will be approved or rejected simultaneously.

 Comments:
<table>
<thead>
<tr>
<th>NOTIFICATION OF ACTION TO:</th>
<th>Vice Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dean of the College</td>
</tr>
<tr>
<td></td>
<td>Chair of the College Curriculum Committee</td>
</tr>
<tr>
<td></td>
<td>Initiating Department(s)</td>
</tr>
<tr>
<td></td>
<td>Graduate Council</td>
</tr>
<tr>
<td></td>
<td>Graduate Studies</td>
</tr>
</tbody>
</table>

Revised December 2006