

# Minutes

CALS Curriculum Committee Meeting  
 Tuesday, September 25, 2018, 12:00 p.m.  
 145 Soils/King Hall

**Voting Members Present:** Balster, Wattiaux, Holden, Kucharik, Anderson, Courtenay, Veum, Mui

**Voting Members Absent:** Goldman

**Staff:** Bollig, Garvens

Meeting called to order at 12:00 pm

<b>CONSENT AGENDA</b>	
<b>1.</b>	Review meeting minutes from Sept 11, 2018
<b>2.</b>	<b>A A E 707</b> Institutional Economics - Obsolete Course Waiver Request, will offer Spring 2020
<b>3.</b>	<b>HORT Requisite Amnesty</b>
<b>4.</b>	<b>AGRON Requisite Amnesty</b>
<b>5.</b>	<b>NUTR SCI Requisite Amnesty</b>
<b>6.</b>	<b>A A E 215</b> Introduction to Agricultural and Applied Economics – course change; effective Spring 2019
<p><b>Action: Items #1 and 6 approved by consent.</b></p> <p><b>Motion to take Item #2 off of the consent agenda (Wattiaux, Kucharik), Vote: 6-approved, 0-denied, 0-abstained</b></p> <ul style="list-style-type: none"> <li>Concern that the course hasn't been taught for 8 years and that the request to extend was for a possible faculty hire, as keeping the course on the books provides misinformation to students.</li> </ul> <p><b>Motion to deny Item #2 (Wattiaux, Holden), Vote: 3-approved, 3-denied, 0-abstained</b></p> <ul style="list-style-type: none"> <li>The committee continued discussion and talked through the pros and cons of voting either way. Members who voted against the motion to deny were mostly concerned that the obsolete waiver request is new and were mindful of the precedence the vote could set, and wanted to hear more from the department in regards to the request. Members who voted in favor of the motion to deny felt that the course hadn't been taught in eight years and that if students needed the topics that the course covered, the department must be finding a way to address that. They felt that if the department still wanted to teach it, they could go through the course proposal process.</li> <li><b>2<sup>nd</sup> Vote: 3-approved, 3-denied, 0-abstained</b></li> <li><b>3<sup>rd</sup> Vote via secret ballot: 3-approved, 3-denied, 0-abstained</b></li> <li>Due to continued tie result, the <b>motion fails</b>.</li> </ul> <p><b>Motion to approve Item #2 (Kucharik, Balster), Vote: 2-approved, 4-denied, 0-abstained; motion fails</b></p> <p><b>Action: Item #2 is denied by the committee.</b></p> <ul style="list-style-type: none"> <li>Committee determined that they would advise other departments wanting to submit an obsolete course waiver to show clarity on who will teach the course, why the course will be taught in the future, how it is relevant to students, and why the course is still the same course as it was eight years prior.</li> </ul> <p><b>Motion to take Items #3, 4, and 5 off of the consent agenda (Balster, Kucharik), Vote: 6-approved, 0-denied, 0-abstained</b></p> <ul style="list-style-type: none"> <li>There were general questions about particular courses in each department in regards to instructor/departmental consent, course sequencing, equivalent courses, and major declaration being part of the requisites.</li> </ul> <p><b>Motion to approve Items #3, 4, and 5 (Balster, Kucharik), Vote: 6-approved, 0-denied, 0-abstained</b></p> <p><b>Action: Items #3, 4, 5 approved.</b></p>	

**ACTION ITEMS**

12.	<p>Guidelines for Topics Courses</p> <ul style="list-style-type: none"> <li>The University Curriculum Committee has requested that each school/college curriculum committee share any comments or suggestions that they may have in regards to what they have drafted. Currently there are no guidelines for topics courses.</li> <li>The guidelines were supported by the committee and many were glad to see that campus is working towards a more streamlined process for topics courses.</li> <li>There was some general concern in regards to enforcement and needing more checks and balances than stated in the campus guidelines. They were interested in higher-level enforcement and possibly requiring departments to provide justification for wanting to continue with a topics course that has been taught three times in a five year period.</li> <li>They also wanted the guidelines to articulate the benefits of transitioning a topics course to a permanent course number, such as receiving certain designations and counting towards particular requirements.</li> </ul>
13.	<p>Review Proposed Revisions to Int'l Studies Requirement Change</p> <ul style="list-style-type: none"> <li>The International Studies requirement has been around for twenty years and has been revised multiple times, including in 2010 and 2015. Each time, more courses were added, and we now have 130 courses currently counting toward the requirement. Only twenty-two courses are within or cross-listed in CALS, and it has been shown that 80% of CALS students take a non-CALS course to fulfill the requirement.</li> <li>A sub-committee was formed last January in order to shorten the course list to be more manageable, make it more CALS-specific in regards to the CALS priority themes, and to develop consistent and meaningful learning outcomes. There are two proposed revisions to the original proposal that last year's CALS Curriculum Committee approved.</li> <li>The first revised change is in regards to the process for students wanting to fulfill the requirement with an exchange program. Students originally were to submit a 3 to 5-page paper that would come to the CALS Curriculum Committee for review. The requested proposed change is to equate their exchange experience to a specific UW-Madison course that is on the new list. If there is not a course on the list that works, the student can submit up to two courses for review that meet the spirit of the requirement. A sub-committee (consisting of the chair of the CALS Curriculum Committee, the Director of International Education and Study Abroad, and the Assistant Dean for Academic Programs and Planning) would review and make a decision. CALS would then be able to create a list of courses that students have taken abroad on exchange programs to fulfill the requirement. This helps students to plan better when selecting courses abroad.</li> <li>The second revised change is in regards to CALS International Research &amp; Internship Experiences. Students originally were going to write a paper on how they achieved the learning outcomes of the IS requirement that would be reviewed by the Curriculum Committee. The requested proposed change is that the faculty for each program submit an application in order for the program as a whole to be approved to fulfill the IS requirement.</li> <li>The third revised change is in regards to the exception process. If a student who takes a UW-Madison course that is not on the list of approved IS courses requests an exception request, then it will be reviewed by the same sub-committee referenced above.</li> <li><b>Motion to approve proposed revisions (Kucharik, Courtenay), Vote: 6-approved, 0-denied, 0-abstained</b></li> </ul>

**INFORMATIONAL ITEMS**

12.	<p>Charlie Koczela Individual Major Update</p> <ul style="list-style-type: none"> <li>This is an undergraduate student who is completing an individual major. There were two courses that were changed and updated. Those changes were approved by the student's faculty committee and administratively by the CALS Academic Affairs office.</li> </ul>
13.	<p>Update on Syllabus Expectations and Repository</p> <ul style="list-style-type: none"> <li>Postponed to next meeting</li> </ul>
14.	<p>Update on Lumen Programs – CALS Open Lab on Sept 26, 9:30-11:30am</p>

- There is going to be a CALS Open Lab session held in order to help departments with the new online form for program changes or new program proposals. At least one representative from each department will be asked to come to review migrated data. Information is being migrated from the Guide to the form, so departments will help to ensure the content is accurate. Departments will also be available to work on future proposals with support as needed.

Meeting adjourned at 1:28 pm