

Minutes

CALS Curriculum Committee Meeting
Tuesday, May 8, 2018, 12:00 p.m.
216 Russell Labs

Voting Members Present: Balster, Barak, Engels, Gould, Albrecht, Paustian, Ingebritsen

Voting Members Absent: Anderson

Staff: Bollig, Grill

Guests:

Meeting called to order at 12:01pm

CONSENT AGENDA

1. Review meeting minutes from April 10, 2018
2. **GENETICS 548** The Genomic Revolution – course change proposal; effective Spring 2019
3. **LSC 400** Study Abroad in Life Sciences Communication – course change proposal; effective Spring 2019
4. **LSC 515** Social Marketing Campaigns in Science, Health and the Environment – course change proposal; effective Spring 2019

Motion to approve consent agenda items 1, 3 and 4, Balster; Paustian

Vote: 5-approved, 0-denied, 1-abstained

Gould moved to take Item 2- Genetics 548 off of the consent agenda for discussion

- The Committee made a suggestion to remove the reference to Learn@UW from the syllabus, as this is now outdated language.
- The committee was unclear about the evaluation for discussion and requested clarification.
- The committee recommended that the articles be listed alphabetically in the syllabi, and that the word “thinking” be removed from the course description.

Motion to delegate changes to Academic Affairs, Paustian; Gould

Vote: 5-approved, 0-denied, 1-abstained

Action: Nikki Bollig will follow up with the proposer

ACTION ITEMS

5. **GENETICS 527** Developmental Genetics for Conservation and Regeneration – new course proposal; effective Fall 2018

<https://next-guide.wisc.edu/courseadmin/?key=11507>

- The committee noted that course hours outlined on syllabus does not match the course hours indicated in the proposal. The syllabus refers to 2 seventy-five minute course periods, while the proposal indicates that there are 2 fifty minute courses.
- The committee recommended that the reference to Learn@UW be removed from the syllabus, as this is now outdated language.

Motion to approve after minor edits to the syllabus, Gould; Balster

Vote: 5-approved, 0-denied, 1-abstained

Action: Nikki Bollig will follow up with the proposer

* indicates proposal is returning to the Curriculum Committee for additional review

6. **GENETICS 528** Banking Animal Biodiversity: International Field Study in Costa Rica – new course proposal; effective Fall 2018

<https://next-guide.wisc.edu/courseadmin/?key=11738>

- The committee recommended adding a comma after BIOCORE 381 in the course requisite to better clarify the intention.

Motion to approve, Paustian; Ingebritsen

Vote: 5-approved, 0-denied, 1-abstained

Action: Nikki Bollig will follow up with the proposer

7. Proposal to Revise CALS International Studies Requirement; effective Fall 2019

- A subcommittee was charged to review the criteria for the CALS International Studies Requirement
- Revised criteria, learning outcomes, and process for requesting an equivalency or exception
- International Exchange Programs- students may submit a 3-5 page paper which will be evaluated by the CALS curriculum committee using a rubric. If granted, the course will be allowed to meet the requirement by DARS Exception
- Implementation process: share with dept chairs, Curriculum Committee, and advisors. Applications would be reviewed by Curriculum Committee. CALS courses would be targeted for review first, then the Curriculum Committee will decide whether to open a second call to a larger audience.
- In order to have value in the requirement, instructors have to want to participate, and if students submit more than one exception, then they will reach out to the instructor of the course to see if they want to participate. If the instructor says no, then the course will not be allowed to meet the requirement.

Motion: Proposal of the sub-committee serves as motion

Vote: 6-approved, 0-denied, 0-abstained

Action: Accept the proposal as presented

INFORMATIONAL ITEMS

8. Update on Syllabus Expectations and Repository

- Campus will be undergoing Higher Learning Commission Re-accreditation visit March 2019, and campus is working to prepare for the accreditation. There will be very little notice to provide anywhere from 40-400 sample syllabi chosen at random.
- In order to be proactive, CALS Academic Affairs agreed to coordinate syllabi collection from instructors. Academic Affairs reviewed submitted syllabi for: 1) number of credits, 2) how the credit hours are met (which is not the same as listing the meeting pattern), and 3) learning outcomes
- Instructors that submitted syllabi that needed revision, were encouraged to make the newly edited syllabi available to students.
- Pilot went fairly well. There will be a drill in June. We will have to provide syllabi and will better know how much prep work will be needed to prepare for HLC in March 2019.
- Cross-listed courses have been a challenge.
- Syllabus builder in Canvas could be used as a repository for the syllabi. Depending on the amount of instructors that are using Canvas, we will either choose for everyone to use Canvas, or continue to use Box.

9. Update on Lumen Programs

- Software to electronically manage new program and program change proposals is scheduled for migration this summer.

* indicates proposal is returning to the Curriculum Committee for additional review

10. Update on Student Learning Assessment

- There are a variety of digital tools that support student learning assessment, including use of AEFIS for course evaluations. The campus-wide goal is for all course evaluations to occur electronically via AEFIS by the end of the 2018 calendar year. The tool provides sample evaluations and questions to help instructors get started.

11. IPiB Opt out of Doctoral Minor Requirement (for info only)

- Graduate School has a policy that requires certain programs to offer a doctoral minor, but an opt out is available if a program requires enough breadth in the curriculum. Integrated Program in Biochemistry (IPiB) is an example.

Meeting adjourned at 1:16pm