

Copies to:  
 Provost  
 Vice Chancellor for Admin & Finance  
 Deans  
 Outreach and Graduate Studies  
 Faculty Senate Chair  
 Faculty Senate Secretary  
 Registrar's Office (2)  
 Personnel Office  
 Date: 1-16-07

Faculty Senate • [http://www.uwrf.edu/faculty\\_senate/welcome.html](http://www.uwrf.edu/faculty_senate/welcome.html)

Senators: Chair – Wes Chapin, Vice Chair – Ogden 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

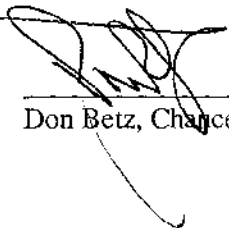
At the January 16, 2006 meeting of the University of Wisconsin-River Falls Faculty Senate, motion 2006-2007/38 was made, seconded, and passed. This motion is forwarded for your action:

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

           2/9/07  
 Date

*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.

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|---|
| <p><b>COURSE PROPOSAL</b><br/>         UNIVERSITY OF WISCONSIN-RIVER FALLS<br/>         Course submission sequence: Undergraduate only – College Curriculum Committee then UCC<br/>         Graduate only – Graduate Council then UCC<br/>         Slash courses – College Curriculum/Graduate Council then UCC</p> |
|---|

**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:**

|          | Undergraduate Major(s)   |                          |                          | Undergraduate Minor(s)   |                          |                          | Graduate Program         |                          |                          |
|----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|          | Yes                      | No                       | N/A                      | Yes                      | No                       | N/A                      | Yes                      | No                       | N/A                      |
| Required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                  |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Allowed Elective | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Clarification: \_\_\_\_\_

Proposal Prepared by: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

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?

Individuals(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:

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:

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

\_\_\_\_\_  
Signature of Chair

Comments:

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

\_\_\_\_\_  
Signature of Chair, General Ed  
Committee

Comments:

Approved for University Requirement of Global Perspectives or American Cultural Diversity credit (if applicable) on \_\_\_\_\_ (date).

Comments: GP or ACD (circle one)

\_\_\_\_\_  
Signature of Chair, AP&P Chair

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|                            |   |       |
|----------------------------|---|-------|
| NOTIFICATION OF ACTION TO: | Vice Chancellor                           | _____ |
|                            | Dean of the College                       | _____ |
|                            | Chair of the College Curriculum Committee | _____ |
|                            | Initiating Department(s)                  | _____ |
| Revised December 2006      | Registrar                                 | _____ |



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

Director,  
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:

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NOTIFICATION OF ACTION TO: Vice Chancellor \_\_\_\_\_  
Dean of the College \_\_\_\_\_  
Chair of the College Curriculum Committee \_\_\_\_\_  
Initiating Department(s) \_\_\_\_\_  
Graduate Council \_\_\_\_\_  
Graduate Studies \_\_\_\_\_

Revised December 2006