

College of Letters and Science Academic Planning Council
Operating Procedures

Approved by the L&S Academic Planning Council, 25 November 2006

Consistent with *Faculty Policies and Procedures 3.08*, the College of Letters and Science Academic Planning Council articulates the following operating procedures that facilitate its work for the college.

- A. **Membership** consists of *ex officio* and term members. In addition, a number of *ex officio* observers serve as advisors to the council.
1. *Ex officio* members include the dean and the chair of the L&S Curriculum Committee. The dean also appoints a member of the Classified Staff Issues Committee to serve *ex officio*.
 2. *Term members* include both faculty and academic staff.
 - a. Two members of the faculty from each of the college's three divisions are elected by the faculty to serve three-year terms.
 - i. Elections are held in the Spring term and are overseen by the dean's office. (*Currently, anonymous balloting is conducted in paper-and-pencil format; when technology permits the use of an anonymous electronic balloting procedure, it may be used.*)
 - ii. Nominations are solicited from the L&S Senate, from current and former members of the Council, and from Chairs and Directors of all L&S departments and programs. Any current member of the faculty may nominate herself/himself for any open seat.
 - iii. Results are tabulated at the end of the Spring term, so winners can factor this college service into her/his responsibilities for the subsequent academic year.
 - b. Two members of the academic staff are elected by the academic staff to serve three-year terms. One seat is reserved for a member whose duties are primarily (but not necessarily exclusively) instructional; the other is reserved for a member whose duties are primarily (but not necessarily exclusively) focused on research.
 - i. Elections are held in the Spring term and are overseen by the L&S Committee on Academic Staff Issues (CASI).
 - ii. The CASI invites nominations from all members of the L&S academic staff. In addition, nominations are sought from chairs and directors of all L&S departments and programs.
 - iii. Results are tabulated at the end of the Spring term, so winners can factor this college service into her/his responsibilities for the subsequent academic year. To the extent possible, terms are staggered to ensure continuity of membership over the years.
 4. *Ex-Officio Observers* include, but are not limited to, the academic, research, and administrative associate deans of the college; the director of college relations, a representative from the International Institute, and the APC staff liaison. Additional observers may be added to this group at the discretion of the chair, in consultation with the council and the associate deans. These observers are available to answer questions and may participate in discussion, but do not vote on matters before the council.

5. *Additional or interim members* may be appointed at the dean's discretion (e.g., to expand the council so it can address special questions, to complete elected members' terms).

B. Operating procedures are as follows:

1. **Meetings.** The council meets from 3:30 – 5:00 p.m., every Wednesday (business permitting) during the first and second semesters of the academic year. Additional meetings may be scheduled within a reasonable time upon request of one-third of the council members, or by the dean.
2. **Chair.** The dean serves as chair of the council. In the event that the dean is unable to serve as chair, one of the academic associate deans may be asked to serve as chair, providing that no item under discussion pertains to a department or program that reports to that associate dean. In the event that such discussion is unavoidable, the acting chair may appoint a substitute for purposes of participating in discussion, and will not participate in any formal vote that might be taken as a result of that discussion.
3. **Business.** The business of the council includes review of academic programs and departments; review of plans to assess student learning; issues related to creation, contraction, or reorganization of academic programs and centers within the college; strategic planning and questions affecting the broadly conceived mission of the college; consultation regarding university matters upon which the dean is asked to comment on behalf of the college; and other questions as they arise.
 - i. Items for APC consideration may be submitted to the council by contacting the dean, the associate deans, or the dean's staff liaison to the council.
 - ii. Council members may add items to the agenda in advance of the meeting by contacting the dean, or by requesting an addition during a meeting, with the proviso that to provide adequate notice to the public of the discussion, the item may not be discussed until the next meeting.
 - iii. Materials submitted for APC discussion are reviewed by the dean, the relevant associate deans (and/or the dean's senior staff), and the APC staff liaison to ensure that technical questions are addressed prior to their presentation to the council (e.g, proposals to create new centers, institutes, or certificate programs must address all elements required for council approval; proposals involving budget or personnel resources are reviewed as to the college's capacity to enact those changes if approved).
 - iv. For tracking purposes, each item is assigned a reference number consisting of the final two digits of the academic year and a number reflecting the order in which it was received (e.g., APC 07.10 indicates the tenth item discussed in the 06-07 academic year). A record of items discussed and reference numbers is maintained by the staff liaison; when complete, materials are filed in the dean's official department/program files, located in 102 South Hall.
 - v. The dean prepares the agenda in consultation with the associate deans and staff liaison. Agendas reflect items that are for discussion only and items that require council approval.

4. **Meeting agendas** are circulated by e-mail approximately one week in advance of each meeting. This message includes a hypertext link to the meeting materials, which are posted online in the Academic Planning Council WebSpace.
5. **Notice of the open meeting** and a copy of each meeting's agenda is provided by posting hard copies outside room 108 South Hall.
6. **Meetings are conducted** by following the agenda. The chair may, with the consent of council members, change the order of items to address last-minute conflicts in scheduling or to accommodate guests of the council. The chair will invite *ex-officio* observers or guests to lead discussion of items in which those individuals are most expert; generally, academic associate deans will lead discussion of items pertaining to any department or program for which that associate dean is responsible. In the event that the academic associate dean would be in the position of leading discussion of an item regarding her/his own department, the dean may lead discussion instead.
7. **General Public Observers**, if present, may contribute to the discussion if recognized by the chair.
8. **Voting.** The chair will request a vote on any item requiring formal approval by the council before it can be forwarded to another entity (e.g., the University Academic Planning Council, the Graduate Faculty Executive Committee). These items include, but are not limited to, requests for permission to plan or implement new academic programs (majors); requests to substantially redirect or alter academic programs; requests to establish new certificate programs or formal options within a program; renaming a program; discontinuation of a certificate, program or degree; establishing a dual degree program; establish, rename, restructure, or eliminate a department; establish or eliminate a center or institute; establish or eliminate a Timetable Subject Listing. The council may also vote as a means to direct the dean or associate deans to take a particular course of action, or to formally indicate the council's perspective on an issue under discussion.
9. **Notes.** Notes are taken by the APC staff liaison. These notes are circulated in draft form to council members, and may be revised or amended by members prior to adoption as approved by the council. Notes are available to anyone upon request.
10. **Annual Report.** Each Fall, the dean submits a formal report of APC activity to the L&S Faculty Senate. These reports are prepared from the notes of each meeting, consist of formal actions taken by the council, as well as a brief summary of issues discussed but not acted upon.
11. **General information** about the council, its members and procedures is made available to the college via the *L&S Handbook*, an online compendium of policies, procedures, and guidelines for most business conducted in the college. A list of sections pertaining to council business is provided as Attachment 1.
12. **Contact Information:** For information about the L&S APC, please contact the L&S Dean's Office or the L&S APC Staff liaison, a position currently held by Assistant Dean Elaine M. Klein (kleine@ls.admin.wisc.edu or 265-8484).

L&S Handbook Sections Pertaining to L&S APC Business

Chapter I.2 L&S Academic Planning Council:

<http://www.ls.wisc.edu/handbook/ChapterOne/chapter1-2.htm>

Membership Contact List: <http://www.ls.wisc.edu/handbook/ChapterOne/APC.pdf>

Chapter I.21 Statement on Restructuring, Creation, or Discontinuance:

<http://www.ls.wisc.edu/handbook/ChapterOne/chapter1-21.htm>

Chapter V.4 Program Review

<http://www.ls.wisc.edu/handbook/ChapterFive/chV-4.htm>

Program Review Guidelines

<http://www.ls.wisc.edu/handbook/ChapterFive/chV-4-Review%20Guidelines.htm>

Policy on Review of Certificate Programs

<http://www.ls.wisc.edu/handbook/ChapterFive/chV-4-CertificateReview.htm>

Chapter V.6 Academic Assessment

<http://www.ls.wisc.edu/handbook/ChapterFive/chV-6.htm>

Chapter VIII.5 Naming Facilities

<http://www.ls.wisc.edu/handbook/ChapterEight/chVIII-5.htm>

**FROM: FACULTY POLICIES AND PROCEDURES
UNIVERSITY OF WISCONSIN-MADISON**

(As approved by the Faculty Senate on 15 May 1978, with subsequent amendments as of 2 May 2005)

3.08. SCHOOL AND COLLEGE ACADEMIC PLANNING COUNCILS. The faculty of each school or college shall establish an academic planning council with which the dean shall consult on school or college programs and budgetary planning. The council shall advise the dean on such matters and present departmental, school, or college views and opinions.

A. MEMBERSHIP. Since considerable variance exists in the size and method of administration of each school or college, the size of each council, the term of membership, and the selection process may vary. Each school or college shall, however, adhere to the following provisions:

1. The dean shall be a member ex-officio.
2. All elected and appointed members of each academic planning council shall be faculty or academic staff whose primary responsibilities are instruction, outreach/extension, and/or research or be academic associate deans.
3. Except as provided elsewhere for the Graduate School Academic Planning Council, at least two-thirds of the membership shall be university faculty elected by the school or college faculty and shall hold no substantial administrative appointment beyond the departmental level.
4. Except as provided elsewhere for the Graduate School Academic Planning Council, at least one member shall be academic staff from the school or college.
5. The process of selection should foster representation of the major divisions of study within a school or college.

Changes in procedures for nomination or election of faculty members shall be approved by the school or college faculty, and transmitted to the University Committee.

B. PROCEDURES. Except as provided elsewhere for the Graduate School Academic Planning Council,

1. Each council shall be chaired by the dean or his/her designee. At least three times per semester, the council shall meet and the dean shall consult with it on such matters as program review and future development or contraction of academic programs within the school or college. The dean shall schedule an academic planning council meeting within a reasonable time if requested to do

so by at least one third of council faculty members.

2. Each dean shall consult with the academic planning council and the academic planning council shall advise the dean in developing strategic plans and long-range planning for the school or college. In addition, the council may consider any other factors relevant to the capacity of the school or college to fulfill its mission.
 - a. Each school and college council shall adopt rules governing advance circulation of council agendas, how items may be added to agendas by a council member, how appropriate summaries of council meetings shall be made available to the faculty of the school or college and how the faculty of the school or college shall be notified of the council membership. These rules and any subsequent modifications shall be filed with the University Committee.
 - b. At intervals which shall not exceed five years, the elected faculty members of each council shall review its structure and functions to assess its effectiveness as a faculty voice and its compliance with Faculty Policies and Procedures 3.08. The self study report shall be submitted to the dean, the faculty of the school or college, and to the University Committee.
3.
 - a. Each dean shall consult with the academic planning council and the academic planning council shall advise the dean on program decisions likely to affect promotions to tenure or nonrenewal of probationary faculty appointments. When advising the dean the council shall give appropriate weight to:
 - (i) the anticipated responsibilities of the department and of the school or college for teaching, research, and public service of high quality;
 - (ii) existing and potential budgetary commitments in relation to present and anticipated resources of the school or college;
 - (iii) the effect of the proposed program decision in strengthening the capacity of the school or college to carry out its mission;
 - (iv) the goals of the university's affirmative action programs.
 - b. Academic planning councils shall afford the affected departments an opportunity to present their position during the course of the discussions.