

Approved by the L&S Curriculum Committee: November 24, 2003.

- Amended December 18, 2003 to reflect policy for assignment of ethnic studies credit.
- Amended January 23, 2006, to align guidelines with UAPC policy on Timetable Subject Listings (http://wiscinfo.doit.wisc.edu/obpa/uapc_TT_Guidelines.htm)

L&S Interdisciplinary Timetable Subject Listing: Curriculum Committee Procedures

Background:¹

In August of 1979, the University Academic Planning Council accepted and endorsed a “Report of the Ad Hoc Committee on the Course-listing Section of the Timetable.” Out of this work came the “Guidelines for the Course-Listing Section of the Timetable” which were revised in 2005. The 1979 document includes language establishing that individual schools and colleges may add one general, multipurpose interdepartmental or interdisciplinary listing such as our L&S Interdisciplinary Timetable Department; the 2005 revision sustains the existence of this interdisciplinary listing under section III.c.²

Both the School of Human Ecology and the College of Agricultural and Life Sciences have interdisciplinary Timetable subject listings that pre-date the L&S entity. The College of Engineering plans to establish such a Timetable subject listing sometime in the next year. The L&S Interdisciplinary Timetable subject listing was put into place in fall of 1982 with one course: 502-300 Perspectives of Nuclear War (now deleted). A few more courses were added later; most of these have now been deleted as a result of a general updating of the all course list for this Timetable subject listing.

Over the past several years, new courses have been added to the L&S Interdisciplinary listing for various reasons, mostly in response to the initiation of courses linked to special College-wide programs (e.g., the Undergraduate Research Scholars program and the Undergraduate Writing Fellows Program) and the emergence of new interdisciplinary courses. In approximately the same time frame, L&S Administration agreed to take on the coordination of course listings in this section of the Timetable with Associate Dean Herb Wang serving as the first Chair of the Timetable subject listing, a role that has now been assumed by Associate Dean Nancy Westphal-Johnson. Since Timetable work on any level is intensive and requires staff time and expertise, the College has arranged for the English Department to take on the day-to-day Timetable entry work with coordination provided by Beth Hartzheim.

The number of courses and Timetable work in L&S Interdisciplinary increased sharply with the establishment of the First-year Interest Groups (FIG) program, which required the establishment of a wide variety of freshman level topics courses meeting various breadth requirements. With the consent of the divisional committees, the L&S Curriculum Committee holds jurisdiction over the use of these L&S Interdisciplinary numbers and approves the assignment of specific numbers to particular course topics. For the FIG Program, the Curriculum Committee has delegated the

¹ Many thanks to Assistant Registrar Sharon Pero for information on the history of the L&S Interdisciplinary Timetable Department.

² The UAPC document includes one substantive revision that is made silently here; references to “Timetable Departments” have been changed to reflect the preference for the term “Timetable Subject Listing”.

approval and assignment of course numbers to the FIG Committee, which operates as a free-standing subcommittee of the Curriculum Committee. Added 12/18/03: The exception is that all L&S Interdisciplinary FIG course proposals for Ethnic Studies credit (L&S Interdisciplinary 112, 113, 114, 115, 116, 117, 118, 119, 122, 123, 124) must be reviewed and approved for ethnic studies credit by the Ethnic Studies Implementation Committee or, when established, the Ethnic Studies liaison.

While other non-FIG course proposals have been brought before the Curriculum Committee for approval, this has been done in an informal way. At its meeting on September 22, 2003, the Curriculum Committee endorsed the concept of setting up formal guidelines for considering courses and course topics for inclusion in the L&S Interdisciplinary Timetable subject listing, with the Curriculum Committee (or some designated subgroup of the Committee) holding responsibility for course listings and course number assignments. This document sets forth these guidelines for Committee consideration.

Guidelines for L&S Curriculum Committee Interdisciplinary Timetable Course and Topic Approval:

1. Currently listed courses may remain in the L&S Interdisciplinary Department. For topics courses, all new topics (those not previously offered) must be approved by the Curriculum Committee or a designated subcommittee.
2. FIG courses in the L&S Interdisciplinary Department will continue to be reviewed and approved by the FIG Committee, which is constituted as a subcommittee of the Curriculum Committee. Added 12/18/03: The exception is that all L&S Interdisciplinary FIG course proposals for ethnic studies credit (L&S Interdisciplinary 112, 113, 114, 115, 116, 117, 118, 119, 122, 123, 124) must be reviewed and approved for ethnic studies credit by the Ethnic Studies Subcommittee of the University General Education Committee.
3. Courses that foster the development of innovative and interdisciplinary programs and courses that are a component of emerging programs not yet ready for Timetable subject listing status are eligible for consideration and listing in the L&S Interdisciplinary Timetable subject listing.
4. All new requests to establish an L&S Interdisciplinary course number must be approved by the Curriculum Committee or a designated subcommittee. Added 12/18/03: Any request to assign ethnic studies credit to an L&S Interdisciplinary course must be reviewed and approved for ethnic studies by the Ethnic Studies Subcommittee of the University General Education Committee.
5. For a variety of reasons, including student awareness of course offerings, courses that can be offered under a traditional Timetable subject listing should be listed there. At the same time, there are instances when cross-listing of courses or "meets with" status may encourage/enable students to participate in a course offering. These include instances in

which an academic department listing on a student's transcript may appear as a disciplinary anomaly that obscures the true content of a course; for example, when a biology graduate student takes "Preparing to Teach the Lecture Course" taught in the Department of History. In general, however, connecting courses in the L&S Interdisciplinary listing and traditional departments via cross-list or "meets-with" is expected to be minimal; requests to create such combinations will be reviewed critically by the Curriculum Committee. Current courses that are crosslisted or "meets with" (as of Fall 2003) may continue.

6. Discontinuing any unused course number in L&S Interdisciplinary must be approved by the Curriculum Committee or a designated subcommittee.
7. Guidelines and criteria will be reviewed routinely every five years or as requested by the Timetable subject listing chair.
8. The L&S Interdisciplinary Timetable subject listing and its courses are exempt from the L&S "Ten Credit" rule.

Proposals must meet one of the following L&S Curriculum Committee criteria:

1. The course/topic is part of an interdisciplinary College program that cannot be included in the Timetable subject listing of any one program, department, or group of departments due to interdisciplinary or cross-disciplinary content or, on a limited basis, due to departmental course numbering limitations or other complications that would result from attempting to cross-list.
2. The course fosters the development of innovative and interdisciplinary programs and/or is a course offering of an emerging program not yet ready for Timetable subject listing status and not appropriate for listing in a traditional College academic department.
3. The course/topic is sponsored, to a substantial degree, by L&S faculty or permanent instructional staff member(s) or by the College itself and, due to interdisciplinary and cross-disciplinary content, is not appropriate for inclusion in the Timetable subject listing of any existing academic department(s) or program(s).
4. The course/topic (a) is offered by another school or college and cannot be cross-listed in any manner with another L&S Timetable subject listing due to its interdisciplinary or cross-disciplinary content or nature, and (b) is appropriate for L&S credit and L&S students would benefit from registration in an L&S department rather than in another school or college (e.g., L&S 701, Topics for Graduate Students Interested in Teaching, which may be listed as "meets with" an Engineering course number when the topic is "Teaching With Technology").

Procedures

Proposals for new L&S Interdisciplinary course numbers should be submitted to the L&S Curriculum Committee via the L&S Interdisciplinary Timetable subject listing Chair. The standard course proposal forms accompanied by appropriate documentation (e.g., syllabus, reading list, staff vita) are required. Those submitting proposals must also include a cover letter (co-signed by the chair of the instructor's home academic department) that provides a full rationale for listing the course in the L&S Interdisciplinary Timetable subject listing as opposed to (or in addition to) listing in an academic home department. Following standard practice, the L&S Curriculum Committee will submit new course proposals in L&S Interdisciplinary to the divisional committees after approval. Added 12/18/03: Any request to assign ethnic studies credit to an L&S Interdisciplinary course must be reviewed and approved for ethnic studies by the Ethnic Studies Subcommittee of the University General Education Committee.

Proposals to assign an L&S Interdisciplinary topics number to a proposed topic must include a syllabus for the course offering along with the cover letter described above. The decision of the Curriculum Committee as to which topics course number will be assigned is final.

The only exceptions to the above procedure are topics courses proposed for the FIG Program; these proposals will be considered separately by the FIG Committee, which is constituted as a subcommittee of the Curriculum Committee. Added 12/18/03: However, all L&S Interdisciplinary FIG course proposals for Ethnic Studies credit (L&S Interdisciplinary 112, 113, 114, 115, 116, 117, 118, 119, 122, 123, 124) must be reviewed and approved for ethnic studies by the Ethnic Studies Subcommittee of the University General Education Committee.

January 25, 2006
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