Introduction

Following the December 12, 1963 meeting of the UW-M faculty, the Provost appointed an ad hoc committee to propose a structure for handling course and curricular matters. Further, the committee was charged with eventually proposing a structure for dealing with personnel matters. However, the proposal contained herein is not envisaged as being a structure for the latter purpose. Rather, it is a proposal for handling those decisions for which this campus already has complete authority pursuant to UW Faculty Document 1586 (Revised) dated April 1, 1963. It is anticipated that this committee will propose an entirely separate mechanism for dealing with permanent appointment and promotion matters.

This separation of function is proposed because of: (1) the feeling of the desirability of an all-UW-M overview by an interdepartmental committee of course and curricular matters; (2) if an all-UW-M committee structure is followed, the sheer volume of work would suggest that the two functions be separated. Certain actions might move through both structures simultaneously (e.g. a new graduate course and approval of the instructor for it). Although a separate all-UW-M structure may be proposed for personnel matters, the nature of the group, representation on it, operational detail, and other matters might be quite different from that which is currently being suggested to deal with course and curricular matters.

This proposal is offered as a means for dealing with course and curricular matters during a transitional period, which of necessity, will be one of dynamic and rapid growth and emergence. For that reason, it is suggested that this structure be evaluated by the University Committee after it has been in operation for two years and at least every three years thereafter.

Certain underlying principles have guided the development of this proposal for an all-UW-M course and curriculum committee. These are:

1. Questions concerning education in the liberal arts and questions concerning professional specialization should continue to be perceived as parts of a unified educational process.

2. There is need for continuing open communication based on mutual trust among all instructional units of the University.

3. The purposes of open communication among instructional units may best be served by an all-UW-M course and curriculum committee which is composed of representatives from those instructional units or groups of units.

4. A modified form of the senate concept would be most effective for two reasons:

   a. It does not preclude the evolution of other types of organizational arrangements in the future; and

   b. During this period of growth and transition, it would permit an open and flexible faculty forum for planning and development.

5. The responsibility of the College of Letters & Science to provide the basic liberal education for all students in the University must be recognized. The extent of this responsibility warrants an on-going broad representation from Letters & Science on the committee.
6. In order to enhance the open-minded development of this University, the utilization of as much faculty talent as possible to staff this committee should be encouraged without having this committee grow into an unwieldy size.

With the above as principles, this ad hoc committee therefore:

Recommends the creation of an all-UW-M Course and Curriculum Committee as follows:

A. Functions and Duties
   It shall be the duty of the all-UW-M Course and Curriculum Committee to initiate as well as to review questions of educational policy and curriculum and make recommendations concerning any contemplated changes to the appropriate administrative level in the UW-M. Educational policy shall include such matters as:

   1. Formation of new instructional units.
   2. New credit course proposals (undergraduate and graduate).
   3. Joint majors.
   4. Interdisciplinary course offerings.
   5. Proposals for changes in credit hours.
   6. Encouragement of discontinuance of duplicating and unessential courses.

B. Composition of the Committee
   The all-UW-M Course and Curriculum Committee shall consist of nine members (eight elected, one appointed) representing all academic areas in the University. The nine shall be:

   One member from each of the following:
   School of Education
   School of Fine Arts
   School of Social Work
   Division of Commerce (School of Business Administration)

   One member representing developing and miscellaneous areas of:
   Division of Engineering
   Home Economics
   Pharmacy
   Nursing
   Military Science

   Four members from the College of Letters & Science

   As new schools or colleges are established, they shall have a representative. For each two representatives so added, one representative from the College of Letters & Science shall be added.

C. Selection of Members of all-UW-M Course and Curriculum Committee
   For all but the developing and miscellaneous grouping:

   1. Each department may nominate a person of professorial rank for membership on the all-UW-M Course and Curriculum Committee.

   2. Each school or college shall elect a member from the slate of nominees resulting from #1 above. The College of Letters & Science shall have at least one representative from each of its three major academic areas. All full-time instructors and persons of professorial rank shall be eligible
to vote. Persons holding joint appointments shall declare which unit they want to vote in and vote in only one area.

3. Membership will be for three years except for the original terms which shall vary in length to start in motion a rotating system. The following is suggested for the original terms:

- To serve through academic year 1964-65:
  One representative from Letters & Science
  One representative from Commerce
  One representative from Fine Arts

- To serve through the academic year 1965-66:
  One representative from Letters & Science
  One representative from Social Work

- To serve through the academic year 1966-67:
  One representative from Education
  Two representatives from Letters & Science

4. On succeeding elections, a department would not nominate a person to the all-University Course and Curriculum Committee if an outgoing member is from that department.

5. In all elections, the second and third high nominees shall be considered in that order as replacements in case the person elected cannot serve or has to resign during his term.

6. It is recommended that the chairman of the all-UW-M Course and Curriculum Committee have his teaching load, or equivalent duties, reduced substantially. Reduced loads may be advisable for all members of the Committee.

For the developing and miscellaneous grouping:
The chairman of the all-UW-M Course and Curriculum Committee would appoint a representative from this area. This representative would be appointed annually and would not be appointed from the same subject matter area in successive years. The person so appointed shall have the responsibility of keeping in communication with each of the areas he or she represents.

D. Chairmanship of the all-UW-M Course and Curriculum Committee
1. The first chairman of this Committee shall be appointed by the Provost from the elected membership of the all-UW-M Course and Curriculum Committee. This person shall serve as chairman for two years, therefore shall be appointed from the elected membership which will serve through 1965-66 or 1966-67.

2. A chairman-elect shall be elected by the membership of the Committee in the spring of 1965. This person shall serve as chairman-elect during 1965-66 and as chairman 1966-67. Thereafter, each year the Committee shall elect from its membership a chairman-elect with each person so elected serving one year in that capacity and the following year as chairman.

E. Operational Detail
1. All course and curricula proposals shall be submitted to the all-UW-M Course and Curriculum Committee. The department or originating unit may submit proposals for course or curriculum changes directly to the all-UW-M Course and Curriculum Committee. Proposals will be studied by sub-committees appointed by the chairman from the membership of the all-UW-M Course and Curriculum Committee. Such sub-committees may seek consultation from specialists
in the area. Sub-committee recommendations will be reviewed by the entire Course and Curriculum Committee which will notify the proper administrative officer or committee of its action. In the case of graduate proposals, actions of the Course and Curriculum Committee shall be forwarded to the Administrative Committee of the Graduate School.

2. Originating units shall have the reasons explained in cases of non-approval, thereby allowing the initiating department to adjust the proposal and re-submit, if deemed appropriate.

3. Copies of the minutes of the meetings of the all-UW-M Course and Curriculum Committee shall be transmitted to the Provost, Vice Provost, Deans, and chairmen of departments and appropriate committees.

4. The University Committee shall review the structure for handling course and curricular matters at the end of its first two years of operation and at least every three years thereafter.

F. Miscellaneous
Because of the importance of efficient execution of the duties of the all-UW-M Course and Curriculum Committee, and the need for extensive telephone and written communication between the many units of the University, it is recommended that:

1. A full-time secretary be provided for Committee work, her services to be available for the chairman of the Committee approximately one-half time and for other members of the Committee the remainder of her time.

2. An office be set aside, preferably in the area of the Secretary of the Faculty to facilitate access to records, mailing lists, etc.

3. An appropriate budget for capital items and current expenses shall be provided.

AD HOC COMMITTEE ON DIVISIONAL STRUCTURE

G. Bivens, Chairman
R. Erdman
W. Fleischmann
G. Goundie
R. Howard
N. Stefaniak
W. Walters