College of
Agricultural & Life Sciences
UNIVERSITY OF WISCONSIN–MADISON

Important 2023-2024 dates for Course or Program Approvals

This document provides CALS course and program proposal deadlines to ensure your course and program proposals are in upcoming Guide (guide.wisc.edu) publications.

Guide is UW-Madison's official publication that conveys information about courses, majors, and certificates. All courses, major requirements, and certificate requirements published in Guide are formally approved by the program/department, then the College, and finally the University. Guide is the final product of all governance changes approved through Lumen Courses, Lumen Programs, and Lumen Structures. Informally, Guide is considered the "single source of truth" regarding all academic requirements.

Guide is published annually in June for the upcoming academic year. There are two "mid-cycle" limited updates to Guide in October (Spring semester update) and January (Summer term update). The shared governance structure at UW-Madison ensures our courses and programs are vetted and reviewed to provide our students with a world-class education. **The process requires advanced planning, however.**

Please contact Diana Frantz Anderson diana.frantzanderson@wisc.edu with questions about your proposals, the Lumen proposal system, or deadlines.

COURSE APPROVALS

Recommended deadlines for submission to CALS:
- The dates listed are <u>after</u> department approval (including department approval of all crosslisted subjects) – please factor this into your plans.
- New courses intended to be part of program changes should submit earlier to allow time for both the course and program approvals.

Courses effective Summer 2024	**October 10, 2023**
Courses effective Fall 2024	**December 26, 2023**
Courses effective Spring 2025	**March 5, 2024**

Once course proposals are submitted to CALS they will be reviewed by Academic Affairs, the CALS Curriculum Committee, UCC administration, and then the University Curriculum Committee. Additional reviews may be necessary based on course designations and attributes.

These deadlines allow time for:
- Revisions, changes, or clarifications requested due to missing or incomplete elements
- Questions from any governance committee that require follow-up information
- Additional committee review (e.g., General Education attributes, L&S credit)

We recommend following these deadlines to guarantee your course proposal is included in the desired Guide update (fall, spring, or summer) for students. These deadlines assume that revisions will be provided by the proposer within several days. Please ensure that you review the policies for completing proposals to ensure extensive revisions are not required. You can review the relevant policies by clicking on the help button linked to each proposal element; these help buttons look like small blue questions marks.

PROGRAM APPROVALS

All program changes to curriculum and admissions are governed content and must go through the governance process. Certain changes, such as a course addition or deletion from a long list of electives in undergraduate majors, may be administratively approved (rather than approved by committee), but still must go through the governance process (i.e., Lumen Programs) within the timeframes below for implementation in the expected semester.

The following sections in Guide are governed content and require the submission of a Lumen Program proposal to make changes: How to Get In, Admissions (Graduate only), Requirements, Learning Outcomes, Four-Year Plan (Undergraduate only), Three-Year Plan (Undergraduate only), Accreditation, Certification/Licensure, Policies (Graduate only).

Please communicate with Academic Affairs well in advance if you are considering a substantial program change (program title change, learning outcomes, academic home, or changes to core program requirements or credits). These may require support from vested interests across campus, course approvals, a review of resource allocations, up-to-date assessment plans and reports, and up-to-date program reviews, to name a few. Academic Affairs can assist you with the process.

Recommended deadlines for submission to CALS (after department approvals):

Error correction for programs effective Spring 2024 Only fixes to egregious errors can be approved	**September 5, 2023**
Program changes effective Fall 2024 **Substantial changes** (program titles, academic structure changes, learning outcomes, large curricular changes)	**November 28, 2023**
Program changes effective Fall 2024 Only minor changes can be approved (e.g., add/remove a course from a list of electives, adjusting narrative language, updating four-year plan)	**February 13, 2024**

Overview of How to Update Guide Content

The following sections in Guide are **governed content** and require the submission of a Lumen Program proposal to make changes. These changes often require governance approval at the College level (CALS Curriculum Committee and/or CALS Academic Planning Council) and the University level (University Academic Planning Council). Please follow the recommended deadlines above for these Guide sections:

- How to Get In
- Admissions (Graduate only)
- Requirements
- Learning Outcomes
- Four-Year Plan
- Three-Year Plan

- Certification/Licensure
- Accreditation
- Policies (Graduate only)

The following content sections in Guide are not considered governed content and can be submitted at any time by contacting Megan Ackerman-Yost at diana.frantzanderson@wisc.edu. For changes greater than a simple addition and deletion of names, a Word document with track changes is highly preferred to avoid errors. These sections can also be updated through the annual non-governed Guide editing period in November each year:

- Advising and Careers
- People
- Right-side "Contact Information" box
- Professional Development (Graduate only)

The following content is updated through the annual non-governed Guide editing period in **November** each year. Basic training is provided for this during the editing period:

- Overview
- Photos
- Wisconsin Experience
- Resources and Scholarships
- Funding (Graduate only)

OTHER ANNUAL PROCESSES

Roles Review

Each fall Academic Affairs provides you with information about the individuals currently in academic and governance roles with instructions to make changes, and an overview of the responsibilities included within these roles. CALS Academic Affairs collects this information for you but is not responsible for most of these roles. Departments are responsible for reviewing and updating this information during the annual fall review and on an ongoing basis throughout the year. These updates ensure

Roles Review Submitted	**October 27, 2023**
Departments will receive roles information in September 2023	

Program Assessments

An annual academic program assessment report documents which assessment activities from a program's assessment plan were conducted and describe how the program plans to make improvements based on the results.

2022-2023 Program Assessment Reporting	**December 1, 2023**
Remember to gather data this year for reporting in 2024	

Obsolete Course Process

Each year courses that have not been taught in eight or more years are scheduled to be deleted unless the course will be offered in the immediate future or a waiver request is approved. CALS sends notices to affected subject listings in November. If you wish for the course to be deleted, no action is needed.

Waivers or Requests to Schedule Submitted Notices sent to department by November 2023	December 26, 2023

Topics Course Review

Each year departments must review Topics course offerings to determine which titles should be made permanent courses and which titles will no longer be offered. Topics titles should be taught no more than twice before a Lumen Proposal is submitted.

Topics Course Review Submitted Notices sent to department by December 2023	April 26, 2024