

CALS ACADEMIC PLANNING COUNCIL

November 21, 2017

1:00 PM-2:30 PM

1220AB DeLuca Biochemical Sciences Building, 440 Henry Mall

Present: Jeri Barak-Cunningham, Katherine Curtis, Brian Kirkpatrick, Patrick Krysan, Bret Shaw, John Shutske, Doug Soldat, Alan Turnquist, Marv Wickens

Absent: Joe Lauer, Karen Wassarman, Tim Van Deelen,

Ex Officio: Bill Barker, Dick Straub, Sarah Pfatteicher

Guests: Parmesh Ramanathan, Sherry Tanumihardjo, Katie Freeman,

Minutes: Megan Grill

Kate called the meeting to order at 1:04

Changes to Agenda: Action and Discussion Item 3: Request to change name of undergraduate major in Genetics to Genetics and Genomics deferred until later meeting to allow Genetics Department time to review and respond to feedback provided by interested departments. No further changes to Agenda.

John moved to approve minutes from November 7th as written, Jeri seconded, unanimously approved

Action and Discussion Items

1. Ensuring Graduate Students Receive Assessment/Feedback on Progress toward Degree – Graduate School Request for Input

Guest: Parmesh Ramanathan, Associate Dean Graduate School

The Graduate School is requesting feedback from APC on a draft policy that would require all graduate students receive annual review of their progress towards degree. No current UW policy exists, but many peer institutions do have such a policy.

Every graduate student completes a survey at the end of their program that asks whether or not they feel they received annual feedback. Parmesh shared a graph with the results of the survey, which showed a wide range of student perception of feedback experiences across departments.

The primary goal of this policy is to ensure that students feel they have received annual feedback.

Annual feedback can provide students clarity of expectations, reduce time to degree, motivate students, reduce attrition, address any issues with academic standing, prepare students for post-graduation, and provide aggregate information which can be used to inform program decisions.

A successful policy would work for all graduate programs, regardless of size, and allow for flexibility.

The policy should not be burdensome, nor add layers of bureaucracy.

Graduate students (beyond second year) will submit an annual activities report to a program faculty committee involving at least two members, one of which is not the student's primary advisor. The program faculty committee will assess and provide written feedback annually, and maintain records related to the feedback process. The program faculty committee could use enrollment holds as a

tool, if necessary. One disadvantage of requiring annual review is the capacity to manage the workload. Another potential issue could result if students perceive unfair treatment of students who reveal they are not interested in pursuing an academic career path. Many APC members find that a formal annual review process currently used in various departments, is useful and beneficial. Due to the review process, problems can be identified and addressed earlier. APC noted that a student's time to degree should not be the focus of the review, and that the quality of the educational experience is important.

APC is supportive of the creation of a policy requiring annual review of grad students, and would like to see resources and toolkits outlining good examples of review practices.

2. Review of new Global Health Certificate governance documents

Sherry Tanumihardjo, director Global Health Certificate

As follow up to the 5 year review, APC requested revisions to the Global Health Certificate governance structure. Sherry summarized the document outlining the new governance structure, which is in line with Faculty Policies and Procedures.

The Undergraduate Certificate in Global Health Program Committee (UCGHPC) will be made up of faculty and staff including; an ex officio faculty director appointed by the CALS Dean, 3 instructors from the 3 core courses, a representative from the Global Health Institute, a faculty representative from a global health field course, and the program coordinator.

The proposed bylaws do not currently reflect the requirement that at least 50 % of the UCGHPC will be made up of tenure or tenure-track faculty. The bylaws will be revised to include this.

What would be the process for making changes to bylaws in the future?

Changes can be made with a vote of 2/3 of program committee.

The committee recommends using the term faculty tenured or tenured track faculty as opposed to graduate faculty, as there have been differing interpretations of graduate faculty.

Pending the edits that 50 % of the UCGHPC be made up of tenured or tenured track faculty, APC has no issues with the proposed bylaws.

3. Request to change name of undergraduate major in Genetics to Genetics and Genomics (second review, materials in Box)

This item was deferred to a later agenda to allow the Genetics Department time to review and respond to feedback from other departments.

4. Faculty Mentoring Guidelines

Dick Straub

The proposed faculty mentoring guidelines were brought before APC previously, and feedback has been incorporated into this version of the document. Changes were made to include the mentee's responsibilities in the relationship. Language was added to ensure faculty members from each unit would serve on the faculty mentor committee when a faculty member has a joint appointment.

There were also edits to address the balance of academic freedom and the department's desire to have the faculty member focus work in an area they were originally hired for.

APC questioned the meaning of point 6 under the Responsibilities of the Candidate. Dick clarified that mentees have a responsibility to seek answers to any questions that they might have. A slight grammatical error was noted. There was a suggestion to move the responsibilities of the candidate to the end of the document, or outline the responsibilities of the candidate post tenure.

John moved to approve with grammatical corrections and suggested edits; Katherine seconded, unanimously approved

5. Equity and Diversity Committee Updates
Tom Browne, Assistant Dean Academic Affairs

Tom is the Minority Disadvantage (MD) Coordinator for CALS, a term that was coined in 1972. Each school and college has an MD coordinator who focuses on recruitment and retention of underrepresented minorities. Through this work, the MD coordinators discovered the need to focus on both recruitment and retention of underrepresented minorities. When the focus is shifted too far in one direction, the result is either a lack of students, or a poor experience for the students that are recruited. Last year, a strategic plan was developed that helps address this balance.

There are still issues with climate highlighted in the campus climate surveys, which confirm that students, faculty, and staff are having a disproportionate experience. The recent USDA civil rights review also shed light on inequities. As of this meeting, there were 50 bias incident reports already this semester. Bias incidents may be reported by faculty, staff, or students.

Tom provided some updates on the work of the Equity and Diversity Committee. The EDC has identified two goals. The first goal is to build a pool of students, faculty, and staff that are representative of the united states as a whole. The college should focus on this goal when recruiting or conducting searches. APC appreciates the strategic goal to include language about equity and diversity in PVLs. It was noted that some departments include involvement in diversity and climate issues as part of an employee's job description.

The second goal is related to professional development and awareness. In an effort to build better awareness of climate issues, the EDC presents Lunch and Learns. Tom distributed a handout for the next lunch and learn, which is scheduled for December 4th. The Inclusive Negligence film created by UW Lacrosse was shown at a previous lunch and learn. There is a link to this video on the EDC website, and APC members recommend that this link be sent to all departments. Tom would welcome feedback for future lunch and learn topics, and encourages more people to attend. APC members noted that there was a Women's mentoring committee and asked if there is a parallel mentoring committee for underrepresented minorities. Tom answered that an official group does not exist. He also mentioned that there is a hole in resources for underrepresented graduate students.

To what extent is the college limited in putting resources towards minority applicants? Campus has a targeted opportunity program that contributes to funding positions.

John has been updating his syllabi with boilerplate language to address issues of climate and diversity. He made the suggestion to add links to short youtube videos about these topics in order to engage students in important issues.

Kate's goal is to create a proactively inclusive environment and not just react to issues that arise. Kate reinforced her commitment to addressing campus climate issues.

Tom welcomes anyone to reach out that would like to talk, and noted that there are a lot of positive steps taking place

6. Update on campus policy on low award producing programs

In response to conversation at the last meeting, Sarah Pfatteicher provided a summary of the policy on low award producing programs, which was updated in June 2016. A link to the full policy is available here: <https://kb.wisc.edu/vesta/low-award>

Meeting adjourned at 2:28 pm