Call to Order
Jon Welstead called the meeting to order at 10:30 a.m.

Announcements
There were no announcements.

Automatic Consent
A. A motion was made and seconded to approve the minutes from the November 2, 2016, meeting. It passed unanimously.
B. A motion was made and seconded to approve the Course Action Requests. It passed unanimously.

<table>
<thead>
<tr>
<th>Course</th>
<th>Action</th>
<th>Type of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD LDSP 725</td>
<td>Change</td>
<td>Discontinue</td>
</tr>
<tr>
<td>AD LDSP 852</td>
<td>Change</td>
<td>Discontinue</td>
</tr>
<tr>
<td>ATM SCI 320</td>
<td>Change</td>
<td>Discontinue</td>
</tr>
<tr>
<td>COMPLIT 464 (Arts &amp; Humanities)</td>
<td>Change</td>
<td>Prereq, GER/CD</td>
</tr>
<tr>
<td>ENGLISH 569</td>
<td>Change</td>
<td>Title, Description, Jointly Offered Course</td>
</tr>
<tr>
<td>EXCEDUC 665</td>
<td>Change</td>
<td>Discontinue</td>
</tr>
<tr>
<td>FRSHWR 508</td>
<td>Change</td>
<td>Title, Description</td>
</tr>
<tr>
<td>ING ENG 467</td>
<td>Change</td>
<td>Number, Prereq, Level, Jointly Offered Course</td>
</tr>
<tr>
<td>LINGUIS 569</td>
<td>Change</td>
<td>Title, Description, Jointly Offered Course</td>
</tr>
<tr>
<td>MTHSTAT 467 (Natural Sciences)</td>
<td>Change</td>
<td>Prereq, Jointly Offered Course</td>
</tr>
<tr>
<td>NURS 686</td>
<td>Change</td>
<td>Prereq</td>
</tr>
<tr>
<td>PRPP 759</td>
<td>Change</td>
<td>Credits</td>
</tr>
<tr>
<td>PRPP 883</td>
<td>Change</td>
<td>Prereq</td>
</tr>
</tbody>
</table>
IV. New Business
A. New/Substantially Revised Courses

ARCH 850
The Subcommittee offered the following recommendations:
Grading of weekly assignments and final grading are missing from the syllabus. Some of the readings are indicated as available in D2L and others available in hardcopy in the studio, but many do not indicate how the student should get them. Are they available in the Architecture Library? Is purchase required? Do the students check them out from the Library? Please indicate how and where to attain. The Reason for Action on the CAR form seemed to indicate that because ARCH 825 is 18 credits, there is a need to make ARCH 850 18 credits. Is this because variable topics have a max and this is a way to increase the number of variable topic credits? Minor typos exist..."DVD [of] selected drawings"; at the end of "Final Clean-Up", there is repetition of "Please note that he(sic) following schedule is preliminary and will be regularly updated as the semester progresses. Supplementary assignments, exercises, and deadlines will be introduced periodically to guide your design process and sharpen the focus of our investigations." Those statements seem redundant and out of place since the schedule does not "follow". The syllabus should be revised to address the concerns identified and resubmitted. A motion was made and seconded to contingently approve this course. Motion passed unanimously.

BME 700
The Subcommittee identified the following concerns/issues:
Readings do not include full citations.
Scope of writing/presentation assignments is unclear. Do students need to videotape themselves?
Is there a final exam?
Where do the one-credit students stop following the schedule?
Why is there nothing on the schedule in weeks 8, 9, 11, 11(sic), 13, 14, and 15? Please give topic even if speaker/title is not finalized.
A breakdown in time requirements for the course for different aspects of the course (viewing videos, completing online quizzes, reading, writing, generating videos) should be stated. There is concern that the one-credit students do more than half of what the three-credit students do.
If discussion, written reviews, and/or grading is based on knowledge found in this Public Policy, then would it not be a required purchase? (On Being a Scientist: Guide to Responsible Conduct in Research; Engineering and Public Policy)
Title of main course should be stated. Give additional online course a subtitle.
Minimal technical requirements or computer skills should be identified. Contact information for technical help needs to be stated.
Need to explain how students interact with each other and the instructor.
Do students need a video camera to record presentations?
The CAR form does not mention this course as being an online part of an already existing seminar. The syllabus does not detail what Seminar this is a follow up to. The Subcommittee asked that the concerns be addressed and that the syllabus be revised and resubmitted for consideration.
ED PSY 814
The Subcommittee recommended that the students should look up the articles directly from the UWM Library rather than using D2L to do so. The link in the syllabus is incorrect and needs correcting. A motion was made and seconded to contingently approve this course. Motion passed unanimously.

FRSHWTR 513
The Subcommittee recommended that clarity be given to attendance policy, details regarding assignments, and the grading for graduate student assignments. Jerry Kaster attended the meeting on behalf of the program and distributed a handout that included additional details about the course. A motion was made and seconded to contingently approve this course when the syllabus has been revised. Motion passed unanimously.

FRSHWTR 514
The Subcommittee noted that the pre-requisite on the CAR form and in the syllabus are not the same. The penalties for absences and late work are unclear. Clarification was requested for “participation in grading section”, times for lab and which lecture, and the grade components for graduate student work (needs to be 33% more than undergraduate work). A motion was made and seconded to approve this course contingent upon the syllabus being revised and resubmitted, and the CAR form being corrected. Motion passed unanimously.

HCA 743
The Subcommittee requested that details on when assignments are due be added to the syllabus. A motion was made and seconded to approve this course contingent upon submission of a revised syllabus. Motion passed unanimously.

HCA 745
The Subcommittee requested that details on when assignments are due be added to the syllabus. A motion was made and seconded to approve this course contingent upon submission of a revised syllabus. Motion passed unanimously.

HCA 822
The attendance policy needs clarity as there is no penalty specified for missing a class period. Quiz 3 is scheduled for the last day of the exam period, but is not otherwise noted in the syllabus which may cause confusion. The effective start date on the CAR form should be changed from Fall 2016 to Fall 2017. A motion was made and seconded to approve this course contingent upon a revised syllabus being submitted and the CAR form being updated. Motion passed unanimously.

NURS 708
The attendance policy does not indicate what the penalty is for absences...only that one absence is allowed. A recommendation was made to clarify the Attendance section. A motion was made and seconded to approve this course contingent on the clarification being added to the syllabus and the syllabus being resubmitted. Motion passed unanimously.

PH 785
A motion was made and seconded to approve this course. Motion passed unanimously.

**PH 859**
The late work policy is not specified for the final paper. Clarification should be added. A motion was made and seconded to approve this course contingent upon the addition of specificity for late work. Motion passed unanimously.

**TRNSLTN 722**
The late work policy should be articulated. Contact information for the UWM Help Desk needs to be added to the syllabus. A motion was made and seconded to approve this course contingent upon the syllabus being revised and resubmitted. Motion passed unanimously.

**TRNSLTN 750**
The reduction of points in the late work policy should be clarified and more global as the Project has a clear late policy, the written Reflection has no late policy, and the Practice Activity Checks section says ‘late submission will result in reduction of points’. The contact information for the UWM Help Desk needs to be added to the syllabus. A motion was made and seconded to approve this course contingent upon the syllabus being revised and resubmitted. Motion passed unanimously.

**B. Programs Changes**
1. **Certificate in Art Museum Studies**
   Clarification was noted that this program change deletes this certificate effective Fall 2017. A motion was made and seconded to approve the deletion of this certificate program. Motion passed unanimously.

2. **Master of Science in Exceptional Education**
   A motion was made and seconded to approve the changes to this program. Motion passed unanimously.

3. **Master of Science in Mathematics**
   A motion was made and seconded to approve the change to this program. Motion passed unanimously.

4. **Master of Library and Information Science (WGS Coordinated Degree)**
   A motion was made and seconded to approve the changes to this coordinated degree program. Motion passed unanimously.

5. **Master of Library and Information Science (Coordinated Degree List)**
   A motion was made and seconded to approve the establishment of a coordinated degree program leading to the Master of Science in Information Science and Technology (MSIST) and the Master of Library and Information Science (MLIS). Motion passed unanimously.

**C. New Degree, Certificate, or Concentration**
1. **Master of Science in Atmospheric Sciences**
The proposed program will replace the existing Atmospheric Science option to the M.S. in Mathematics, and will align with degree requirements and employer expectations. Visibility of existing offerings to prospective students and funding agencies will be increased. A motion was made and seconded to approve this new proposed program.

2. Doctor of Philosophy in Atmospheric Sciences
The proposed program will replace the existing Atmospheric Science option to the PhD in Mathematics, and will align with degree requirements and employer expectations. Visibility of existing offerings to prospective students and funding agencies will be increased. It should be noted that UW-Madison is the only other UW System institution offering this proposed degree program. During the “intent to plan” stage of this process, UWM and UW-Madison worked jointly to identify areas of potential collaboration. A motion was made and seconded to approve this new proposed program,

D. General Good and Welfare

V. Adjournment
The meeting adjourned at 11:53 a.m.