**DATE: April 15, 2024**

**TO: Faculty Senate Executive Committee** (Robert Sprague, Chair)

**FROM: Committee on Committees** (David Bagley, Chair)

**RE: Recommendation to Change the Composition of the University Course Review Committee**

**1. Request for Consideration**

On September 15, 2023, Janelle Krueger, Chair of the University Course Review Committee (UCRC) requested that the Committee on Committees (ConC) review the composition of the UCRC and made specific recommendations for the ConC to consider.

**2. Summary of Requested Changes**

2.1 Remove References to Sunset UW Regulation 2-116.

As indicated by Chair Krueger, Section XII in the document "Establishment of Faculty Senate Committees" (9/12/22) includes several references to UW Regulation 2-116, a regulation that sunset on 1/26/2023. Chair Krueger recommend that these references be removed. The specific locations of these references are highlighted below:

**a. Rationale**

"The University Course Review Committee is established to monitor and implement the University course review process as described in UW Regulation 2-116."

**b. Functions**

"When considering course additions, revisions or deletions to the University curriculum, the University Course Review Committee shall be responsible for ensuring that all of the requisite endorsements have been obtained (UW Regulation 2-116, Section II, Part E.), that the proposal does not present any unjustified duplication with other academic units, and that the request is consistent with the current University guidelines regarding courses. The University Course Review Committee is additionally charged with the development and maintenance of the Course Review Guidelines (see UW Regulation 2-116, Section III), and with the routine examination and maintenance of the Course Review Process itself."

2.2 Examine and Update as Possible the Composition.

The current composition of the UCRC as shown in Section XII.d in the "Establishment of Faculty Senate Committees" (9/12/22) is:

**d. Composition**

"Each college will select its own representative along with an alternate. If representation from any of these colleges cannot be found, then the Committee on Committees is directed to select members in as representational a fashion as possible. The Chair of the University Studies Committee, the Chair of the Graduate Council, the Registrar, the Dean of the Libraries, the Director of the American Heritage Center, School of Environment and Natural Resources, an ASUW representative, and the Coordinator of Community College Articulation shall be *ex officio* members without vote. The Chair is an *ex officio* member of the Academic Planning Committee and the Executive Committee of the Faculty Senate."

Chair Krueger noted that representatives from both the School of Energy Resources (SER) and the Haub School of the Environment and Natural Resources (HSENR) regularly participate in the UCRC, although representation from SER is not specified in Section XII.d and representation from HSENR is currently *ex officio* only. Chair Krueger requested that the ConC consider adding representation from both SER and HSENR as voting members.

Additionally, the representative from the College of Law has not attended over the last two years. Chair Krueger requested that the ConC consider asking the College of Law whether they want representation.

Chair Krueger noted that the UCRC has not historically had a participant from the Honors College but asked the ConC to consider whether the Honors College should be represented.

An important participant in the UCRC is the Course Review Coordinator in the Office of the Registrar (currently Jennifer Waluta). Chair Krueger requested that the ConC consider specifically identifying this individual in the composition.

Finally, Chair Krueger provided the following comments (in red) about current ex officio members on the UCRC and requested the ConC to consider these changes.

“The Chair of the University Studies Committee [never has attended, but I see the reason why this person could be included], the Chair of the Graduate Council, [never has attended, but I see the reason why this person could be included], the Registrar [does attend & can be a useful resource], the Dean of the Libraries [necessary?  Never attended], the Director of the American Heritage Center [necessary?  Never attended], School of Environment and Natural Resources [This representative should be a member of the committee—see above], an ASUW representative [never attends; might not be the best use of their time], and the Coordinator of Community College Articulation [never has attended, but I see the reason why this person could be included], shall be ex officio members without vote.”

**3. Discussion of Requested Changes**

The Committee on Committees (ConC) examined the proposed changes. The ConC readily agreed that the changes to remove reference to a sunset regulation should be implemented.

The ConC considered the addition of voting representatives from both SER and HSENR. Both SER and HSENR develop and deliver important interdisciplinary programs for UW. This includes the development of specific courses offered by each school. The ConC determined that these two schools act equivalently to colleges from the standpoint of course development and review and should have voting representatives on the UCRC. The ConC also determined that after the School of Computing (SoC) completes its incubation in the College of Engineering and Physical Sciences and becomes a separate unit, it (the SoC) will also merit representation on the UCRC.

The ConC considered the possible role of the Honors College on the UCRC. The ConC determined that the current language, "Each college will select..." includes the Honors College. Therefore, should the Honors College desire representation on the UCRC, they need only identify their representative. The ConC directed its chair to contact the Dean of the Honors College to ask if the college desired representation. At the time of this document, no answer has been received from the Dean but no change in language is required in any case.

The ConC also considered the role of the College of Law on the UCRC. In earlier communications between the Chair of the ConC and the current Dean of the College of Law, the Dean expressed disinterest in college faculty serving on Faculty Senate committees. The ConC, however, was unwilling to take the Dean's opinion as representing the view of the college faculty. The current language, "Each college will select..." should remain and, as with the Honors College, the College of Law need only identify their representative to participate.

The ConC agreed with Chair Krueger's recommendation to explicitly identify the Course Review Coordinator in the Office of the Registrar as an *ex officio* member. The ConC recognized the importance of this individual to the course review process. The ConC specifically noted, however, that because this individual is not a faculty member, they must remain *ex officio*.

The ConC reviewed the other *ex officio* members on the UCRC. As noted earlier, the ConC recommends granting the representatives from HSENR with voting rights. The ConC understands that *ex officio* members on Faculty Senate committees are often not aware of their opportunity to participate. Direct communication from the chair of a Faculty Senate committee to the *ex officio* members may improve awareness but not necessarily participation. In the interest of inclusivity and noting that both the Libraries and the American Heritage Center may at some point in the future wish to be more closely informed about course reviews, the ConC recommends keeping the *ex officio* membership for the UCRC as is for the time being.

**4. Recommendations of the Committee on Committees**

The ConC recommends the following:

1. Change Sections XII.a and XII.b as indicated below to remove reference to the sunset UW Regulation 2-116.

2. Revise the composition (Section XII.d) as indicated below to add voting representatives from SER and HSENR, and to specifically identify the Course Review Coordinator from the Office of the Registrar as an *ex officio* member.

**a. Rationale**

"The University Course Review Committee is established to monitor and implement the University course review process ~~as described in UW Regulation 2-116~~."

**b. Functions**

When considering course additions, revisions or deletions to the University curriculum, the University Course Review Committee shall be responsible for ensuring that all of the requisite endorsements have been obtained (~~UW Regulation 2-116, Section II, Part E.)~~, that the proposal does not present any unjustified duplication with other academic units, and that the request is consistent with the current University guidelines regarding courses. The University Course Review Committee is additionally charged with the development and maintenance of the Course Review Guidelines ~~(see UW Regulation 2-116, Section III)~~, and with the routine examination and maintenance of the Course Review Process itself.

**d. Composition**

Each college will select its own representative along with an alternate. The School of Energy Resources and the Haub School of Environment and Natural Resources shall also each have a representative and alternate. If representation from any of these ~~colleges~~ units cannot be found, then the Committee on Committees is directed to select members in as representational a fashion as possible. The Chair of the University Studies Committee, the Chair of the Graduate Council, the Registrar and the Course Review Coordinator, the Dean of the Libraries, the Director of the American Heritage Center, ~~School of Environment and Natural Resources~~, an ASUW representative, and the Coordinator of Community College Articulation shall be *ex officio* members without vote. The Chair is an *ex officio* member of the Academic Planning Committee and the Executive Committee of the Faculty Senate.

**5. Approval**

The recommendations identified in Section 4 above were approved by Committee on Committees on April 8, 2024.