December 20, 2017

Sarah C. Mangelsdorf, Ph.D.
Provost and Vice Chancellor for Academic Affairs
150 Bascom Hall
- campus -

William Karpus, Ph.D.
Dean of the Graduate School
333 Bascom Hall
- campus -

Sent electronically

Re: Suspension of Admissions and Discontinuation of the Capstone Certificate for Population Health Improvement

Dear Provost Mangelsdorf and Dean Karpus:

On behalf of the School of Medicine and Public Health, I endorse the request by the Department of Population Health Sciences that the Capstone Certificate for Population Health Improvement suspend admissions effective Summer 2017 and be discontinued effective Fall 2019. The request is attached. SMPH Academic Planning Council members unanimously approved this request at their meeting on December 20, 2017. *Amended to suspend admissions for Fall 2018 (next active cycle)*

Thank you for your consideration of this request. If you require additional information, please do not hesitate to contact Andrea Poehling.

Sincerely,

[Signature]

Robert N. Golden, M.D.
Robert Turell Professor in Medical Leadership
Dean, School of Medicine and Public Health
Vice Chancellor for Medical Affairs
University of Wisconsin-Madison

Copies to:
Barb Duerst, Department of Population Health Sciences
Maureen Durkin, Department of Population Health Sciences
Thomas Oliver, Department of Population Health Sciences
Pat Remington, Department of Population Health Sciences
James Keck, School of Medicine and Public Health
Richard Moss, School of Medicine and Public Health
Rachel Niles, School of Medicine and Public Health
Elizabeth Petty, School of Medicine and Public Health
Andrea Poehling, School of Medicine and Public Health
Parmesh Ramanathan, Graduate School
Marty Gustafson, Graduate School
Emily Reynolds, Graduate School
Jocelyn Milner, Academic Planning and Institutional Research
Sarah Kuba, Academic Planning and Institutional Research

Attachment: Request from Department of Population Health Sciences
Proposal for Suspending Admissions to and Discontinuing Capstone Certificate for Population Health Improvement

November 2017

Program Overview and Background Information:
The Certificate in Leadership for Population Health Improvement was developed in 2014 and has been offered completely on-line to provide learners with knowledge and skills in identifying the social determinants of health and well-being, developing strategies for system change, and exercising effective leadership within and across organizations to promote population health through a series of four required courses. Learners complete 12-credits of on-line course work to fulfill the requirements of the certificate.

The certificate, as originally envisioned, was to be completed over a one-year period. However, we struggled to fill our classes with certificate students and found that for many students who were receiving tuition from their employers, they were only able to take one course per semester. Thus, we modified our schedule to offer two courses each academic year, allowing students to complete our certificate over a two-year period. During the 2016-17 academic year we marketed the certificate program to a new target audience and transitioned back to offering the students the option of completing the certificate in a one-year period, while continuing to offer the option of being able to complete the certificate at a slower pace, over a two or more year period. Despite our marketing efforts, student enrollment in the certificate remained low.

In May 2017, the University of Wisconsin’s Graduate Faculty Executive Committee (GFEC) reviewed the Certificate Program’s three-year report and expressed concern related to an unsustainable number of students participating in the certificate program since its inception as well as a lack of faculty to teach the courses. The GFEC recommended that the program re-evaluate the strategic need for this certificate in the light of the low awards earned in this program.

Based on discussions with the School and Capstone Certificate’s leadership, it was decided to suspend admissions to the program beyond Summer of 2017. Staff will work with the current students to complete the courses and certificates by August 2018. We request that the certificate be discontinued on July 1, 2019.

1. Explanation of Rationale for Proposal:
Balancing faculty and staff teaching loads and responsibilities between new and existing programs has been a challenge. While many potential students have inquired about the certificate, few have enrolled or completed the certificate program. Potential students cite cost as a barrier to enrollment. After three years, we will only have our first graduates in 2017. Three of the original instructors of the certificate courses have left the University and we are struggling to find additional faculty to teach the courses. Small class sizes that result in limited
revenue make it difficult to be able to hire additional faculty and staff to teach our courses and provide recruitment and student services.

2. Efforts to Notify Affected Parties
As of November 1, 2017, there are seven active students in the certificate program. Three of the students will graduate upon completion of the Fall 2017 course, POP HLTH 785: Health Systems, Management, and Policy. The remaining four students have been informed that the certificate is being discontinued. They are being advised regarding their options to complete the certificate.

3. Teach-out Plan:
The four remaining students are currently planning to complete the sequence of classes as outlined below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
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<tbody>
<tr>
<td>POP HLTH 785: Health Systems, Management,</td>
<td>Fall 2017</td>
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<tr>
<td>and Policy</td>
<td></td>
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<tr>
<td>POP HLTH 780: Public Health Principles and</td>
<td>Spring 2018 (8 weeks)</td>
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<tr>
<td>Practice</td>
<td></td>
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<tr>
<td>POP HLTH 714: Leadership for Population</td>
<td>Spring 2018 (8 weeks)</td>
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<tr>
<td>Health Improvement</td>
<td></td>
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<tr>
<td>POP HLTH 879: Politics of Health Policy</td>
<td>Summer 2018</td>
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</tbody>
</table>

4. Stopped out Students:
Three students who enrolled in the program in Spring 2015 but did not complete it have no responded to our efforts to contact them or have enrolled in a different certificate program. One student who enrolled in the Summer 2017 completed the initial course but did not enroll in the subsequent course in the sequence and has not responded to our numerous inquiries. We do not anticipate that any of these students request to re-enroll in the certificate program.

5. Proposal for Suspending Admissions:
We suspended admissions for the certificate program effective August 1, 2017. We removed all information from our websites and from the University’s “Advance Your Career” website at that time.

6. Time-line and Advance Communication Plan:
We have openly communicated with our current students our plans to discontinue the certificate, effective August 2018. We have continued to communicate with them each semester about the offering of the subsequent courses in our teach-out plan. We continue to individually advise the students on their options for completion. We have removed all
materials from our website and communicated and collaborated with our partners in the Division of Continuing Studies.

We have also shared our plans to discontinue our certificate program with the Department of Nutritional Sciences. We had previously developed a memorandum of understanding to allow their MS students to take some of our courses as electives. Nutritional Sciences students will be able to take the courses that we are offering in our teach-out plan through August 2018 and will have adequate time to make arrangements for additional elective courses in other departments.

7. Suspension/Discontinuation of Related Programs
No related programs will be suspended or discontinued as a result of the discontinuation of the capstone certificate.