April 20, 2015

To:
Wendy C. Crone
Interim Dean
217 Bascom Hall
500 Lincoln Drive
Madison, WI 53706

Cc:
Sarah Pfatteicher, College of Agricultural and Life Sciences
Philip Gonsiska, College of Agricultural and Life Sciences
Richard Straub, College of Agricultural and Life Sciences
Laura Van Toll, College of Agricultural and Life Sciences
Deborah Griffin, Landscape Architecture
Jocelyn Milner, Academic Planning and Institutional Research
Daniel Kleinman, Graduate School
Marty Gustafson, Graduate School
Kelly Haslam, Graduate School
Jennifer Martin, Graduate School

Sent: Electronically

Encl: N/A

From:
John Harrington and Geodesign Faculty
Department of Landscape Architecture
1 Agriculture Hall
1450 Linden Drive
University of Wisconsin-Madison
Madison, WI 53706

Re: GFEC’s request for a curriculum commitment plan from the Department of Landscape Architecture and Capstone Certificate in Geodesign

The Department of Landscape Architecture appreciates the opportunity to clarify and provide an instructional obligation plan to GFEC. The Department’s commitment is first
and foremost to its existing in residence curriculum, both at the undergraduate and graduate level. In order to protect the Department’s existing programs the following plan was put into place:

1. Hired Travis Flohr to teach and manage the program under the guidance of the oversight committee. Travis has the skills and experience to do so. He is hired at 50% time for the Geodesign program and 50% time to teach and provide service to our undergraduate program. Doug Hadley is a 50% time instructor in our department teaching GIS in our undergraduate courses along with site design. His 50% role with the Geodesign program includes instruction and student coordinator. Doug has been 50% time with the department and has been given an additional 50% with the Geodesign program.

2. Janet Silbernagel, faculty, will teach a fourth course in the program. This course is similar to one that she is teaching in the Conservation Biology professional program for the Nelson Institute.

3. The capstone course is administered by Doug and Travis, but will use other faculty, campus-wide, to provide specialized expertise to students. The capstone course is taught over the summer and does not conflict with our faculty-taught existing undergraduate or graduate curriculum. The participation by faculty is similar to other initiatives on campus where undergraduate students seek out faculty to work with on research and capstone projects. Our faculty members are aware and are willing to contribute to this course as appropriate to their expertise.

4. Currently, we are using start up funds to support the Geodesign program. However, the Geodesign Program has been given three years, once implemented, to supply sufficient revenue to support Travis, Doug and Janet along with other faculty who may participate. If funding is not sufficient to do so in three years we will re-evaluate the continuance of the Geodesign program. In addition, the program is expected to have a minimum of 10 students in its first year, with 15 being the target. These are the student numbers needed to have the program initially pay for itself, given the current campus and college charges. As student numbers rise, all additional resources will come from revenue.

5. All supplies and equipment will be supported by the program; not department 101 funds.

6. The Oversight Committee composed of three-department faculty (including the Chair); who are currently Harrington, Dennis and Silbernagel; will make these determinations and coordinate with CALS and the graduate school as necessary, not the Geodesign program staff.

7. Extra revenue will be used to grow the program and grow the current in-residence programs. Extra revenue from the Geodesign program may be used to support instructional needs in the department’s traditional
program. Traditional program dollars will not be used in the professional capstone certificate. If, at any time, after the initial establishment period of two years, there are insufficient resources to continue the Geodesign program it will be discontinued over the period of one to two years, depending on the timing of the decision.

8. In order to ensure the academic integrity, fair and balanced teaching loads within the department, faculty and staff commitments have been defined as follows:
   a. Program Manager - The program manager’s time will be split between the Department and Geodesign program (50%/50%) to include:
      i. Department
         1. One course (fall)
         2. .5 course (spring)
         3. Two committee appointments
      ii. Geodesign
         1. Program management
            a. Marketing/Recruiting
            b. Committee support
            c. Misc. daily, monthly, and yearly reporting and paperwork coordination with the faculty committee
         2. Courses
            a. Geodesign Methods (fall)
            b. Geodesign for sustainability and resiliency (spring)
            c. Capstone Project (summer)
   b. Program Coordinator - The program coordinator’s time will be split between the Department and Geodesign program (50%/50%) to include:
      i. Department
         1. 2.5 courses (1.5 fall, one spring)
         2. Two committee appointments
      ii. Geodesign
         1. Course – Introduction to Geodesign (fall)
         2. Student registration and communications; support to the program manager
         3. Capstone Project management

Please contact me if there are questions or additional information desired.
March 13, 2014

John Harrington
Travis Flohr
Department of Landscape Architecture
Agriculture Hall
Linden Drive
University of Wisconsin—Madison
Madison, WI 53706
Sent Electronically

Dear Professors Harrington and Flohr:

As you know, an important part of the university’s ongoing oversight process is the vetting of proposals for new graduate programs by the Graduate Faculty Executive Committee (GFEC) of the Graduate School. At its February 13, 2015 meeting, the GFEC heard your presentation and reviewed the proposal you provided for a Capstone Certificate in Geodesign.

The GFEC was impressed by the care that went into developing the proposal. We understand that this is a fully online program, which aims to provide geospatial design skills to working professionals, and that you intend to admit your first cohort of students in in the Fall 2015. After discussion, the GFEC voted unanimously to approve your proposal. However, while the Committee appreciated the proposal’s commitment to ensuring that instructional obligations arising from offering the certificate do not conflict with Department of Landscape Architecture’s existing instructional commitments, the absence of detail accompanying your guarantee worried the Committee. Therefore, the GFEC would like you to provide a written statement outlining your strategy for maintaining this commitment by April 15, 2015.

Beyond the Committee’s desire for more information about your plans for balancing instructional commitments, as with other approved programs, the GFEC is very interested in how the program develops and, therefore, will expect to receive a status update in three years. The GFEC will request a written report from the program responding to a list of questions and campus data reports. In addition, program representatives will be asked to attend GFEC to be available to answer questions that arise in response to your check-in report. This check-in process will allow the program an opportunity for additional feedback as it prepares for the formal five-year program review process in place for all new programs. Please provide this written check-in report by Fall 2018. The list of questions and campus data reports are still in development, but we will provide them in advance of your 3-year check-in point.
GFEC members’ desire for more detail on your Department’s efforts to balance its instructional obligations, notwithstanding, the Committee is pleased to be able to give you the “green light” and wishes you success in the implementation of your new capstone certificate. We look forward to receiving your written statement on balancing instructional obligations by April 15, 2015 and your three-year check-in report by Fall 2018.

As a related matter, we wanted to thank the Department of Landscape Architecture for submitting its self-study inclusive of the M.A. and M.S. in Landscape Architecture programs to the College of Agricultural and Life Sciences (CALS) Dean’s Office. The CALS Dean’s Office has contacted the Graduate School to request a GFEC representative for this review and has indicated they will ask the review committee to complete their work by April 30, 2015.

Best of luck to you and your colleagues as you move forward.

Sincerely,

Wendy C. Crone
Interim Dean

cc:
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