Program Change Request

In Workflow

Approval Path

1. 11/21/18 12:22 pm 
   Edward F Jackson (efjackson): Approved for MED PHYS Dept. Approver

2. 12/19/18 8:53 am 
   Andrea D Poehling (adpoehli): Approved for MED School Admin Reviewer

3. 12/19/18 8:55 am 
   Andrea D Poehling (adpoehli): Approved for MED School Approver

4. 12/19/18 2:40 pm 
   Melissa Rose Schultz (mrschultz3): Approved for APIR Admin

History

1. Sep 25, 2018 by Michelle Young (meyoung)

Date Submitted: 11/21/18 12:18 pm

Viewing: GMIN655 : Medical Physics

Last approved: 09/25/18 9:04 pm

Last edit: 12/19/18 8:55 am

Changes proposed by: efjackson

Catalog Pages Using this Program

Medical Physics, Doctoral Minor

Name of the school or college academic planner who you consulted with on this proposal.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Andrea Poehling - MED</td>
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</table>

Proposal Abstract/Summary:

The faculty of the Department of Medical Physics has voted to discontinue the Doctoral Minor in Medical Physics. The department proposes to suspend admissions effective Spring 2019 and requests that the minor be discontinued effective Fall 2022.

If approved, what term should the proposed change be effective?

Spring 2019 (1194)

Select yes if this proposal is only to add, remove, or rearrange curricular requirements, and will change less than 50% of the curriculum.

No

Basic Information

Program State:
Suspend, will be discontinued **Active**

**Type of Program:**
Minor (PhD and BSE only)

**Who is the audience?**
Graduate or professional

**Home Department:**
MED PHYS

**School/College:**
School of Medicine and Public Health

The program will be governed by the home department/academic unit as specified. Will an additional coordinating or oversight committee be established for the program?

No

**Is this in the Graduate School?**
Yes

**SIS Code:**
GMIN655

**SIS Description:**
Medical Physics MIN

**Transcript Title:**
Medical Physics

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**Suspension and Discontinuation**

**What is the last term that a student could declare this program?**
Fall 2018 (1192)

**What is the last term that students may be enrolled in or complete the program?**
Summer 2022 (1226)

**What is the timeline and advance communication plan?**

We have conferred with Graduate School staff and learned there are two students currently enrolled in the minor. We have contacted each enrolled student and each student’s faculty advisor and program coordinator. The student who is expected to graduate the latest anticipates this will occur in Spring Term 2022. Therefore, we request that the minor be discontinued effective Fall Term 2022, in case of changed circumstances for this student. We have also informed the students that failure to graduate prior to the discontinuation of the Medical Physics minor will result in the minor being changed to a distributed minor. (The latest date allowed in the dropdown item above was Summer 2022. We request termination, however, in Fall Term 2022.)

**Explain the precipitating circumstances or rationale for the proposal.**

The program review committee questioned the low enrollment in the doctoral minor at the time of our last graduate program review. The faculty reviewed the matter and, as the minor was only supported for the
benefit of other programs and departments and has been underutilized, determined that it was most appropriate to discontinue the minor.

What is the potential impact on enrolled students?

Given the requested discontinuation date, there should be no impact on the two enrolled students.

What is the potential impact on faculty and staff?

None. The enrollment in the doctoral minor has been very low.

Explain and provide evidence of efforts made to confer with and to notify faculty and staff.

The faculty voted unanimously to terminate the doctoral minor at a regularly-scheduled Faculty Meeting held on September 4, 2018. The action was discussed and unanimously approved.

Explain and provide evidence of efforts made to confer with and to notify current students.

We have contacted each enrolled student and each student’s faculty advisor and program coordinator. The student who is expected to graduate the latest anticipates this will occur in Spring Term 2022. Therefore, we request that the minor be discontinued effective Fall Term 2022, in case of changed circumstances for this student. We have also informed the students that failure to graduate prior to the discontinuation of the Medical Physics minor will result in the minor being changed to a distributed minor.

Explain and provide evidence of efforts made to confer with and to notify alumni and other stakeholders.

There is no impact of this request on alumni or other stakeholders.

Teach-out plan - How will program quality be maintained during the suspended period or the teach-out period for discontinued programs?

All courses utilized by students enrolled in the minor will continue without change.

Teach-out plan: A) For currently enrolled students, how will required courses, curricular elements, advising and other student services be provided?

All courses utilized by students enrolled in the minor will continue without change. There will be no change to student advising or student services.

Teach-out plan: B) For prospective students in the admissions pipeline, how are any commitments being met or needs to notify them that their program of interest will not be available?

Given the very low utilization of the doctoral medical physics minor, we do not believe there are any concerns in this regard. The program coordinators for the graduate programs in which the two current minor students are enrolled have been notified. We are not aware of any remaining commitments.

Teach-out plan: C) For stopped out students, what provisions are made for their re-entry? What program(s) will they be re-entered into?

We are unaware of any "stopped out students" for the doctoral minor. However, if such a student was identified after the suspension / termination of the minor, he/she would be able to complete a distributed doctoral minor and could enroll in medical physics graduate courses as appropriate.
Teach-out plan: D) Provide any other information relevant to teach-out planning.

N/A

Roles by Responsibility: List one person for each role in the drop down list. Use the green + to create additional boxes.

<table>
<thead>
<tr>
<th>Role Type</th>
<th>Name (Last, First)</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Jackson, Edward F</td>
<td><a href="mailto:efjackson@wisc.edu">efjackson@wisc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Primary Dean's Office Contact</td>
<td>Poehling, Andrea D</td>
<td><a href="mailto:adpoehli@wisc.edu">adpoehli@wisc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

List the departments that have a vested interest in this proposal.

Are all program reviews in the home academic unit up to date?
Yes

Are all assessment plans in the home academic unit up to date?
Yes

Are all assessment reports in the home academic unit up to date?
Yes

Will this program be part of a consortial or collaborative arrangement with another college or university?
No

Will instruction take place at a location geographically separate from UW-Madison?
No

**Faculty and Staff Resources**

**Curriculum and Requirements**

If you are proposing a change to the curriculum, what percentage of the curriculum is changing?
No change

Guide Admissions/How to Get In tab

Those who are not familiar with using the html editor fields may upload a document with information about the curriculum for use by those who will format and edit the content that will appear in the Guide.

Guide Requirements tab

Total credits required:

Guide Graduate Policies tab
# Program Learning Outcomes and Assessment

List the program learning outcomes.

Summarize the assessment plan.

## Approved Assessment Plan:

### Commitments

Courses in the curriculum are numbered 300 or higher.

Yes

The program faculty/staff will ensure the program website, Advance Your Career materials if applicable, and other presentations are consistent with the Guide information for this program.

Yes

### Approvals

*Department Approval - This proposal has been approved by the faculty at the department/academic unit level. The program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program.*

Enter any notes about approval here:

Ed Jackson approved for Med Physics on 11/21/18

Entered by:
Andrea Poehling
Date entered:
12/19/18

*School/College Approval - This proposal has been approved at the school/college level and it is submitted with the Dean’s support. The Dean and program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program.*

Enter any notes about approval here:

SMPH APC approval 12/19/18

Entered by and date:
Andrea Poehling
Date entered:
12/19/18

*GFEC Approval - This proposal has been approved by the Graduate Faculty Executive Committee and the Dean of the Graduate School.*

Enter any notes about the approval here:
UAPC Approval - This proposal has been approved by the University Academic Planning Council and the Provost.

Enter any notes about approval here:

Entered by:

Date entered: