Program Change Request

Date Submitted: 09/25/19 3:08 pm

Viewing: TJ : Technical Japanese

Parent Plan: MAE: Engineering ME

Last approved: 05/08/19 8:41 am

Last edit: 10/28/19 5:02 pm

Changes proposed by: jldavis1

<table>
<thead>
<tr>
<th>Catalog Pages Using this Program</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Hagen - EGR</td>
</tr>
</tbody>
</table>

Proposal Abstract/Summary:

Discontinue program, effective Fall 2021

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

Spring 2021 (1214)

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

<table>
<thead>
<tr>
<th>Program State:</th>
<th>Discontinued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Program:</td>
<td>Named Option</td>
</tr>
<tr>
<td>Parent Program:</td>
<td>MAE: Engineering ME</td>
</tr>
</tbody>
</table>

In Workflow

1. ENGINEERG Dept. Approver
2. EGR College Admin Reviewer
3. EGR College Approver
4. APIR Admin
5. GFEC Approver
6. UAPC Approver
7. Registrar

Approval Path

1. 10/14/19 3:01 pm
Sara K Hagen (skhagen):
Approved for ENGINEERG Dept. Approver

2. 10/21/19 10:56 am
Sara K Hagen (skhagen):
Approved for EGR College Admin Reviewer

3. 10/21/19 11:35 am
Sara K Hagen (skhagen):
Approved for EGR College Approver

4. 10/28/19 5:03 pm
Melissa Rose Schultz (mrschultz3):
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

Does the parent program offer this as an additional major as well?

No

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## Suspension and Discontinuation

What is the last term that a student could declare this program? Summer 2017 (1176)

What is the last term that students may be enrolled in or complete the program? Summer 2021 (1216)

What is the timeline and advance communication plan?

Students currently enrolled in the option have been advised that the courses will be offered through May 2020. Admissions were suspended in Fall 2017, which was approved by UAPC in May 2017.

Explain the precipitating circumstances or rationale for the proposal.

The faculty member teaching the courses for this program will retire, and the courses will be discontinued.

What is the potential impact on enrolled students?

Enrolled students will be advised in advance, so there will be no impact on enrolled students.

What is the potential impact on faculty and staff?

Staff in the College of Engineering will oversee any students remaining in the program, including provision of advising services.

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

The Dept. of Asian Languages and Cultures has been advised that this named option will be discontinued in 2021.

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

Current students have already been notified that no courses for this program will be offered after spring 2020. Current students who currently have grades of Incomplete from previous semesters have been notified that they must complete those courses by summer 2020.
Teach-out plan - How will program quality be maintained during the suspended period or the teach-out period for discontinued programs?

All required courses will be taught until May 2020.

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

All required courses will be taught until May 2020. Advising and other student services will be maintained by the College of Engineering.

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?

Students will be notified via the Guide and the program website that the named option will be discontinued and that they should refer to the Guide from their admission term.

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?

Any stopped out students will be advised by the dean’s office that the named option has been discontinued, and the dean's office will consult with students about current offerings and options.

Teach-out plan: D) Provide any other information relevant to teach-out planning.

None

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

<table>
<thead>
<tr>
<th>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Languages and Cultures (ASIAn L C)</td>
</tr>
</tbody>
</table>

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

Mode of Delivery: Distance Education (100% online)

Provide information on how any lab courses required for the degree will be handled.

N/A

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
Parent has outside accreditation: No
Graduates of parent program seek licensure or certification after graduation. No

How does the named option relate to the major and to other named options in the major, if relevant?

N/A
Faculty and Staff Resources

Confirm that the program advisor(s) or coordinator(s) have been consulted and reviewed this proposal.

Curriculum and Requirements

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

Parent Plan Admissions/How To Get In Requirements

The Graduate School sets minimum requirements for admissions. Academic program admission requirements are often more rigorous than those set by the Graduate School. Please check the program’s website for details.

Students apply to the master of engineering through one of the named options:

Master of Engineering—Named Option: Engine Systems
Master of Engineering—Named Option: Engineering Data Analytics
Master of Engineering—Named Option: Engineering Management
Master of Engineering—Named Option: Manufacturing Systems Engineering
Master of Engineering—Named Option: Polymer Engineering [REGISTRAR Please add link when available]
Master of Engineering—Named Option: Sustainable Systems Engineering
Master of Engineering—Named Option: Technical Japanese

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.

Approved Shared Content from /shared/graduate-minimum-degree-requirements-and-satisfactory-progress/
Last Approved: Oct 25, 2018 11:29am

Minimum Graduate School Requirements

Review the Graduate School minimum academic progress and degree requirements, in addition to the program requirements listed below.

Major Requirements

Note: The major is currently non-admitting. Students are admitted through one of the named options (sub-majors) below.

Mode of Instruction

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Mode of Instruction Definitions
Approved Shared Content from /shared/graduate-school-mode-instruction-definitions/

Last Approved: Oct 25, 2018 11:30am

**Evening/Weekend:** These programs are offered in an evening and/or weekend format to accommodate working schedules. Enjoy the advantages of on-campus courses and personal connections, while keeping your day job. For more information about the meeting schedule of a specific program, contact the program.

**Online:** These programs are offered primarily online. Many available online programs can be completed almost entirely online with all online programs offering at least 50 percent or more of the program work online. Some online programs have an on-campus component that is often designed to accommodate working schedules. Take advantage of the convenience of online learning while participating in a rich, interactive learning environment. For more information about the online nature of a specific program, contact the program.

**Hybrid:** These programs have innovative curricula that combine on-campus and online formats. Most hybrid programs are completed on-campus with a partial or completely online semester. For more information about the hybrid schedule of a specific program, contact the program.

**Accelerated:** These on-campus programs are offered in an accelerated format that allows you to complete your program in a condensed time-frame. Enjoy the advantages of on-campus courses with minimal disruption to your career. For more information about the accelerated nature of a specific program, contact the program.

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**CURRICULAR REQUIREMENTS**

- **University General Education Requirements**
  - **Requirements**
    - **Minimum Credit**
      - 30 credits
  - **Minimum Residence Credit Requirement**
    - 16 credits
  - **Minimum Graduate Requirement**
    - See one of the M.Eng. named options (linked below) for specific requirement information.
  - **Coursework Requirement**
    - Overall Graduate GPA: 3.00 GPA required.
  - **Other Grade Requirements**
    - Must retake any courses for which a grade below C is recorded.
  - **Assessments and Examinations**
    - No formal examination required.
  - **Language Requirements**
    - No language requirements.

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**Required Courses**

Select a [named option](#) for courses required.

**Named Options (Sub-Majors)**

A named option is a formally documented sub-major within an academic major program. Named options appear on the transcript with degree conferral. Students pursuing the master of engineering must select one of the following named options:

- [Engineering: Engine Systems, M.Eng.](#)
- [Engineering: Engineering Data Analytics, M.Eng.](#)
- [Engineering: Engineering Management, M.Eng.](#)
- [Engineering: Manufacturing Systems Engineering, M.Eng.](#)
**Engineering: Sustainable Systems Engineering, M.Eng.**

**Engineering: Technical Japanese, M.Eng.**

Guide Requirements tab

Approved Shared Content from /shared/graduate-minimum-degree-requirements-and-satisfactory-progress/

Last Approved: Oct 25, 2018 11:29am

**Minimum Graduate School Requirements**

Review the Graduate School minimum academic progress and degree requirements, in addition to the program requirements listed below.

**Named Option Requirements**

**MODE OF INSTRUCTION**

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Mode of Instruction Definitions**

Approved Shared Content from /shared/graduate-school-mode-instruction-definitions/

Last Approved: Oct 25, 2018 11:30am

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**CURRICULAR REQUIREMENTS**

University General Education Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Credit Requirement</td>
<td>30 credits</td>
</tr>
<tr>
<td>Minimum Residence Credit Requirement</td>
<td>16 credits</td>
</tr>
<tr>
<td>Minimum Graduate Coursework Requirement</td>
<td>More than half of degree coursework (at least 18 credits out of 30 total credits) must be in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's Course Guide [<a href="https://registrarwisc.edu/course-guide/">https://registrarwisc.edu/course-guide/</a>].</td>
</tr>
<tr>
<td>Overall Graduate GPA Requirement</td>
<td>3.00 GPA required.</td>
</tr>
<tr>
<td>Other Grade Requirements</td>
<td>Must retake any courses for which a grade below C is recorded.</td>
</tr>
</tbody>
</table>
Required COURSES

Course List

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPD 330</td>
<td>Basic Technical Japanese I (3 credits) is no longer offered</td>
<td></td>
</tr>
<tr>
<td>EPD 332</td>
<td>Basic Technical Japanese II 1</td>
<td>3</td>
</tr>
<tr>
<td>EPD 374</td>
<td>Intermediate Technical Japanese I</td>
<td>3</td>
</tr>
<tr>
<td>EPD 375</td>
<td>Intermediate Technical Japanese II</td>
<td>3</td>
</tr>
<tr>
<td>EPD 601</td>
<td>Japanese for Business and Industry</td>
<td>3-4</td>
</tr>
<tr>
<td>EPD 602</td>
<td>Japanese for Politics and Government</td>
<td>3-4</td>
</tr>
<tr>
<td>EPD 603</td>
<td>Advanced Technical Japanese Seminar</td>
<td>3-4</td>
</tr>
<tr>
<td>EPD 604</td>
<td>Research in Japanese Technical Literature</td>
<td>2-6</td>
</tr>
</tbody>
</table>

1 Two courses may be waived with previous experience as determined by the program director.

Total credits required:

Parent Plan Graduate Policies

Approved Shared Content from /shared/graduate-school-policies/
Last Approved: Oct 25, 2018 11:30am

Graduate School Policies

The Graduate School’s Academic Policies and Procedures provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

Major-Specific Policies

Graduate Program Handbook

The Graduate Program Handbook is the repository for all of the program’s policies and requirements.

Prior Coursework

Graduate Work from Other Institutions

With program approval, students are allowed to count graduate coursework from other institutions toward the minimum graduate degree credit requirement and the minimum graduate coursework (50%) requirement. No credits from other institutions can be counted toward the minimum graduate residence credit requirement. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

UW–Madison Undergraduate

Up to 7 credits numbered 300 or above can be counted toward the minimum graduate degree credit requirement. Up to 7 credits of courses numbered 600 or above can be counted toward the minimum graduate coursework (50%) requirement. No credits can be counted toward the minimum graduate residence credit requirement. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

UW–Madison University Special

With program approval, students are allowed to count up to 9 credits of coursework numbered 300 or above taken as a UW–Madison Special student toward the minimum graduate residence credit requirement, and the minimum graduate degree credit requirement, and up to 15 credits of courses numbered 700 or above taken as a UW–Madison Special student toward the minimum graduate coursework (50%) requirement. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy
requirements.

**Probation**

The status of a student can be one of three options:
- Good standing (progressing according to standards; any funding guarantee remains in place).
- Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
- Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

**ADVISOR / COMMITTEE**

All students have both a plan advisor and academic advisor (typically the program director or academic director for each program); programs without a fixed curriculum are required to meet with their advisor to outline an approved plan of study by the end of their first academic term.

**CREDITS PER TERM ALLOWED**

15 credits

**Time Constraints**

Master's degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

**Other**

Students enrolled in these programs are not permitted to accept teaching assistantships, project assistantships, research assistantships, or other appointments that would result in a tuition waiver. Students in these programs cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with other academic programs at UW–Madison, please contact Shainah Greene, graduate programs coordinator (shainah.greene@wisc.edu).

Guide Graduate Policies tab

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**Approved Shared Content from /shared/graduate-school-policies/**

Last Approved: Oct 25, 2018 11:30am

**Graduate School Policies**

The [Graduate School's Academic Policies and Procedures](#) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

**Named Option-Specific Policies**

**Graduate Program Handbook**

The [Graduate Program Handbook](#) is the repository for all of the program's policies and requirements.

**Prior Coursework**

**Graduate Work from Other Institutions**

With program approval, students are allowed to count graduate coursework from other institutions toward the minimum graduate degree credit requirement and the minimum graduate coursework (50%) requirement. No credits from other institutions can be counted toward the minimum graduate residence credit requirement. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.
UW-Madison Undergraduate

Up to 7 credits numbered 300 or above can be counted toward the minimum graduate degree credit requirement. Up to 7 credits of courses numbered 600 or above can be counted toward the minimum graduate coursework (50%) requirement. No credits can be counted toward the minimum graduate residence credit requirement. Coursework earned five or more years prior to admission to a
Program Change Request

Date Submitted: 11/20/19 3:18 pm

Viewing: GCRT730 : Certificate in Transportation Management and Policy at the Graduate Level

Last approved: 09/26/18 1:21 pm

Last edit: 11/20/19 3:22 pm

Changes proposed by: temohan

Catalog Pages Using this Program

Transportation Management and Policy, Graduate/Professional Certificate

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

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tara Mohan - IES</td>
</tr>
</tbody>
</table>

Proposal Abstract/Summary:

Discontinue certificate; no students have been enrolled in this program since Spring 2017.

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

Fall 2020 (1212)

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: Discontinued Active

Type of Program: Certificate

Who is the Graduate or Professional
Who is the primary audience?

Home Department:   ENVIR ST
School/College:     Gaylord Nelson Institute for Environmental Studies

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:       GCRT730
SIS Description: Trans Mgmt and Policy GCrt
Transcript Title: Certificate in Transportation Management and Policy at the Graduate Level

Suspension and Discontinuation

What is the last term that a student could declare this program?     Fall 2019 (1202)
What is the last term that students may be enrolled in or complete the program?     Fall 2019 (1202)

What is the timeline and advance communication plan?
Fall 2019: Review by Nelson Institute Governance committee, followed by Graduate School and campus-level review.
After approval: Update faculty and staff on the program’s status; suggest possible alternative programs to communicate to any interested students.

Explain the precipitating circumstances or rationale for the proposal.
When extramural funding, which had been heavily supporting the certificate, was lost several years ago, resources for the certificate diminished significantly. Additionally, the long-time chair of the certificate was unable to continue as chair, and there are no faculty (core or affiliate) in the Nelson Institute able to provide the needed leadership. A serious attempt was made to move the certificate to a new administrative home but was ultimately unsuccessful.

What is the potential impact on enrolled students?
There are no students currently enrolled in this certificate, and we are not aware of any students intending to pursue it. If there are students intending to enroll in the certificate, we would encourage them to perhaps consider the Energy Analysis & Policy certificate instead or suggest other programs suitable to their specific interests.

What is the potential impact on faculty and staff?
We don’t expect any impact on faculty or staff. No staffing changes are being made due to discontinuing this certificate.

Explain and provide evidence of efforts made to confer with and to notify faculty and staff.
The Nelson Institute’s Governance Faculty discussed discontinuing the certificate at their meetings on 3/25/19 and 9/23/19. Nelson Institute faculty have had multiple conversations with other key faculty, particularly in the Department of Planning and Landscape Architecture, regarding the status of the certificate. Additional faculty and staff will be conferred with and notified via the approval process.

Explain and provide evidence of efforts made to confer with and to notify current students.
There are no students currently enrolled in the program.

Explain and provide evidence of efforts made to confer with and to notify alumni and other stakeholders.
While we have not conferred with alumni directly, discussion has occurred within the Nelson Institute about possibly engaging certificate alumni through the Energy Analysis & Policy...
program. The most recent graduate of the certificate completed the program in Summer 2016.

Teach-out plan - How will program quality be maintained during the suspended period or the teach-out period for discontinued programs? N/A, there are no students currently enrolled in the program.

Teach-out plan: A) For currently enrolled students, how will required courses, curricular elements, advising and other student services be provided? N/A, there are no students currently enrolled in the program.

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? Faculty and staff will encourage any prospective students signaling an interest in this certificate to perhaps consider the Energy Analysis & Policy certificate instead or suggest other programs suitable to their specific interests.

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? There is only one stopped out student that we've identified (i.e. the student was enrolled in the certificate and hasn't completed their degree). They were last enrolled in Fall 2014. No provisions have been made for their re-entry.

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>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Zedler, Paul H</td>
<td><a href="mailto:phzedler@wisc.edu">phzedler@wisc.edu</a></td>
<td>608/265-8018</td>
<td></td>
</tr>
<tr>
<td>Primary Dean's Office Contact</td>
<td>Zedler, Paul H</td>
<td><a href="mailto:phzedler@wisc.edu">phzedler@wisc.edu</a></td>
<td>608/265-8018</td>
<td></td>
</tr>
<tr>
<td>Faculty Director</td>
<td>Robbins, Paul F</td>
<td><a href="mailto:pfrobbins@wisc.edu">pfrobbins@wisc.edu</a></td>
<td>608/265-5296</td>
<td></td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Mohan, Tara E</td>
<td><a href="mailto:temohan@wisc.edu">temohan@wisc.edu</a></td>
<td>608/263-3185</td>
<td></td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Miller, James E</td>
<td><a href="mailto:jemiller@wisc.edu">jemiller@wisc.edu</a></td>
<td>608/263-4373</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Landscape Architect (PLAN&amp;LA)</td>
</tr>
<tr>
<td>Civil and Environmental Engr (CIV EN EGR)</td>
</tr>
</tbody>
</table>

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
Mode of Delivery: Face-to-Face (majority face-to-face courses)
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
Will this program have outside accreditation? No
Will graduates of this program seek licensure or certification after graduation? No
Faculty and Staff Resources

Confirm that the program advisor(s) or coordinator(s) have been consulted and reviewed this proposal.

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

TMP welcomes applications from students in any graduate degree program at UW–Madison. The certificate is geared particularly toward those with academic backgrounds in business, economics, engineering, environmental studies, land management, public affairs, and/or urban planning. By entering TMP early in their graduate studies and planning carefully, students often can select courses that satisfy both their degree program and TMP requirements. Students entering the program are expected to have completed at least one college-level course in statistics. Students may be admitted with a deficiency in statistics, but will be expected to complete at least one statistics course in addition to other requirements.

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

Each TMP student must complete at least 17 credits including courses in transportation systems engineering, policy, the environment, and economics; a colloquium as well as a practicum in transportation management and policy; and an internship. TMP is not available as a stand-alone graduate degree. Master's and doctoral students who complete the requirements receive a certificate in TMP to supplement their graduate degree, or doctoral students can instead count the program as a distributed minor. Doctoral students should not claim TMP as both a certificate and a distributed minor (note: “Distributed” will still appear on the transcript). They should choose one or the other.

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

All required courses are approved through the school/college level.

Yes
Courses are offered on a regular basis to allow timely completion.
   Yes

Courses have enrollment capacity.
   Yes

Courses in the curriculum are numbered 300 or higher.
   Yes

Courses in which a student elects the pass/fail option will not count toward completion of requirements.
   Yes

Special topics courses are only used if all topics count for the certificate.
   Yes

All requirements must be met; exceptions that amount to waiving requirements are not permitted.
   Yes

Course substitutions to the curriculum should be kept to a minimum; if substitutions are being made on a regular basis, the curriculum should be re-examined. When course substitutions are made, the substituted course should be formally added to the curriculum through governance for inclusion in the curriculum the following academic year.
   Yes

Substitutions are not permitted for any course unless the substitution would be provided for every student with the same substitution request.
   Yes

At least half of the credits must be earned in residence (UW-Madison on campus, study abroad, or distance courses); exceptions to the minimum residency requirement are not permitted.
   Yes

Students must earn a minimum 3.000 GPA on required certificate coursework. Completed courses listed within the certificate curriculum, whether or not they meet a specific requirement, are included in the calculation of the GPA.
   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

**Supporting Information**

List name and department of those who are in support of this proposal.

If those supporting the proposal provided a letter or email of support upload here. A letter is NOT required. Upload any other explanatory information about support from other UW-Madison units.

Additional Information:

**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.

*Discontinuation was approved by the Nelson Institute Governance Faculty on September 23, 2019.*

Enter any notes about approval here:

Entered by: Tara Mohan  
Date entered: 11/20/19

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

UAIPC Approval - This proposal has been approved by the University Academic Planning Council and the Provost.

For Administrative Use

Admin Notes:

Guide URL:

Effective date:

Career: Graduate

SIS Program Code: GCRT

SIS Short Description: TransMgmt

Other plan codes associated with this program:

Degree: CRT

Field of Study: Social Science

Program Length: 1

National Student Clearing House Classification:

Plan Group: 730

Award Category: Graduate/Professional Certificate

Enrollment Category: Graduate Certificate

CIP Code: 52.0209 - Transportation/Mobility Management.

UWSTEM: HEALTH
Program Change Request

Date Submitted: 11/08/19 9:25 am

Viewing: **GMIN104 : Air Resources Management**

Last approved: 09/25/18 7:55 pm

Last edit: 11/08/19 9:31 am

Changes proposed by: temohan

Catalog Pages Using this Program

- Air Resources Management, Doctoral Minor

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

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tara Mohan - IES</td>
</tr>
</tbody>
</table>

Proposal Abstract/Summary:

Discontinue minor; no students have been enrolled in this program since Fall 2012.

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

Fall 2020 (1212)

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: **Discontinued Active**

Type of Program: Minor (PhD and BSE only)

Who is the audience?

Graduate or professional
Suspension and Discontinuation

What is the last term that a student could declare this program?  
Fall 2019 (1202)

What is the last term that students may be enrolled in or complete the program?  
Fall 2019 (1202)

What is the timeline and advance communication plan?
- June/July 2019: Sought input from key faculty; no objections were raised.
- Fall 2019: Proposal review by Nelson Institute Governance committee, followed by Graduate School and campus-level review.
- After approval: Update faculty on the program's status; reiterate possible alternative programs to communicate to interested students.

Explain the precipitating circumstances or rationale for the proposal.
- Two of the three required courses on the curriculum are being deactivated per the Obsolete Course Policy, and only three students have ever completed this minor. The administrative time needed to keep the curriculum and requirements up-to-date doesn't seem worth the effort if there isn't student demand for the program. Interested students will be steered towards the Energy Analysis & Policy (EAP) program: there are a handful of courses that are listed on both the Air Resources Management curriculum and EAP curriculum, and EAP has more active faculty/staff involvement, student community, etc. We believe steering students in this direction will lead to a better student experience and be more efficient administratively.

What is the potential impact on enrolled students?
- There are no students currently enrolled in this minor, and we are not aware of any students intending to pursue this minor. It seems unlikely there are any students intending to enroll in the program since two of the required courses haven't been offered in 8+ years, but if there are, they would be encouraged to consider a distributed minor or the Energy Analysis & Policy certificate/minor (minor proposal forthcoming/in-progress) instead.

What is the potential impact on faculty and staff?
- Discontinuing the program will ease administrative burdens on faculty and staff. Faculty and staff will need to educate students/prospective students on alternatives (e.g. Energy Analysis & Policy certificate/proposed minor or a distributed minor).

Explain and provide evidence of efforts made to confer with and to notify faculty and staff.
- Faculty who have been involved in the program's governance and would be likely advisors for any students pursuing the program have been consulted; no one objected to discontinuation.
- Additional faculty and staff will be conferred with via the approval process.

Explain and provide evidence of efforts made to confer with and to notify current students.
- There are no students currently enrolled in the program. All three students who have been enrolled in the program have graduated (i.e. there are no students who would seek to return
to the program).

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

There are only three alumni of the program, with the most recent graduating back in Spring 2013. As such, we have no indication that discontinuing the program would be of significant interest to program alumni or other potential stakeholders.

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

N/A, there are no students currently enrolled in the program.

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

N/A, there are no students currently enrolled in the program.

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?

Faculty and staff will encourage any prospective students signaling an interest in this minor to consider the Energy Analysis & Policy program or a distributed minor instead.

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?

N/A, there are no stopped out students (all students who have been enrolled in the program have graduated).

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>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Zedler, Paul H</td>
<td><a href="mailto:phzedler@wisc.edu">phzedler@wisc.edu</a></td>
<td>608/265-8018</td>
<td></td>
</tr>
<tr>
<td>Primary Dean's Office Contact</td>
<td>Zedler, Paul H</td>
<td><a href="mailto:phzedler@wisc.edu">phzedler@wisc.edu</a></td>
<td>608/265-8018</td>
<td></td>
</tr>
<tr>
<td>Faculty Director</td>
<td>Robbins, Paul F</td>
<td><a href="mailto:pfrobbins@wisc.edu">pfrobbins@wisc.edu</a></td>
<td>608/265-5296</td>
<td></td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Mohan, Tara E</td>
<td><a href="mailto:temohan@wisc.edu">temohan@wisc.edu</a></td>
<td>608/263-3185</td>
<td></td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Miller, James E</td>
<td><a href="mailto:jemiller@wisc.edu">jemiller@wisc.edu</a></td>
<td>608/263-4373</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atmospheric &amp; Oceanic Sciences (ATM OCN S)</td>
</tr>
<tr>
<td>Civil and Environmental Engr (CIV EN EGR)</td>
</tr>
</tbody>
</table>

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

ARM welcomes students in any doctoral degree program at UW–Madison. Students pursuing ARM are expected to have completed at least one college-level course in physics; chemistry; biology or environmental science; economics; social science in the area of government, law, institutions, or organizations; and calculus or another mathematics course beyond college algebra. Prerequisites may be waived upon recommendation of the ARM faculty.

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

Course List

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses</td>
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<td></td>
</tr>
<tr>
<td>ENVR ST 539</td>
<td>Course ENVIR ST 539 Not Found</td>
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</tr>
<tr>
<td>CIV ENGR 423</td>
<td>Air Pollution Effects, Measurement and Control</td>
<td>3</td>
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<tr>
<td>ENVR ST 761</td>
<td>Course ENVIR ST 761 Not Found</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

The following are approved elective courses. Students may propose other courses for the elective requirements that do not appear on this list. Courses must be approved by their advisor and the ARM chair:

Skills and Methods Electives

- ENVR ST/A A E/POP HLTH/PUB AFFR 881
- ENVR ST/A A E/ECON 343
- ENVR ST 400
- ENVR ST/A A E/ECON/URB R PL 671
- ENVR ST/LAND ARC/SOIL SCI 695
- ENVR ST/CIV ENGR/GEOG 377
- LAW 848
- STAT/F&W ECOI/HORT 571

Advanced Electives

- ATM OCN 310
- ATM OCN 330
- ATM OCN/ENVR ST 535
- ATM OCN 638
- ATM OCN/BOTANY/ENVR ST/F&W ECOI/GEOG/GEOSCI/ZOOLOGY 980
- CBE 426
- CIV ENGR 427
- CIV ENGR 609
- CIV ENGR 629
- ENVR ST/ECON/POLI SCI/URB R PL 449
- ENVR ST 400
- ENVR ST/PL PATH 368
- N E/C&E SOC/1 SY/E/SOC 708
- Benefit-Cost Analysis
- Environmental Economics
- Special Topics in the Environment: Biological Aspects of Envir St ([Topic: Air Pollution Impacts on Vegetation])
- Energy Economics
- Applications of Geographic Information Systems in Natural Resources
- An Introduction to Geographic Information Systems
- Introduction to Environmental Law
- Statistical Methods for Bioscience I
- Dynamics of the Atmosphere and Ocean I
- Physics of the Atmosphere and Ocean I
- Atmospheric Dispersion and Air Pollution
- Atmospheric Chemistry
- Earth System Science Seminar
- Mass Transfer Operations
- Solid and Hazardous Wastes Engineering
- Special Topics in Water Chemistry
- Special Topics in Environmental Engineering
- Government and Natural Resources
- Special Topics in the Environment: Biological Aspects of Envir St ([Topic: Risk and the Environment])
- Environmental Law, Toxic Substances, and Conservation
- Societal Risk Management of Technological Hazards
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

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**For Administrative Use**

Admin Notes:

Guide URL:

Effective date:

Career: Graduate

SIS Program Code:

SIS Short Description: AirResMgmt

Other plan codes associated with this program:

Field of Study: Physical Science

Plan Group:

CIP Code: 03.0103 - Environmental Studies.

Reviewer Comments