Program Change Request

UNCS396 : Capstone Certificate in Foundations of Professional Development

Last approved: 04/26/19 12:34 pm
Last edit: 03/30/20 11:55 am
Changes proposed by: strzelec

Catalog Pages Using this Program
- Foundations of Professional Development, Capstone Certificate

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

Name
Sara Hagen - EGR

Proposal Abstract/Summary:
Suspend and Discontinue the Capstone Certificate in Foundations of Professional Development.

This program is undersubscribed and has little potential for growth, in fitting with COE guidance on underperforming programs, we are discontinuing it.

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: Suspend, will be discontinued Active

Type of Program: Capstone Certificate (Special only)

Who is the audience?
Special

Home Department: College of Engineering (ENGINEERG)

History
1. Sep 18, 2018 by clmig-smenda
2. Oct 16, 2018 by

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. 02/24/20 6:17 pm Ed Borbely (borbely): Approved for ENGINEERG Dept. Approver
2. 03/13/20 2:24 pm Sara Hagen (skhagen): Approved for EGR College Admin Reviewer
3. 03/23/20 2:47 pm Sara Hagen (skhagen): Approved for EGR College Approver
4. 03/30/20 11:57 am Karen Mittelstadt (mittlestadt): Approved for APIR Admin
School/College: College of Engineering

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: UNCS396

SIS Description: Fndtns of Prof Develop CAP

Transcript Title: Capstone Certificate in Foundations of Professional Development

Suspension and Discontinuation

What is the last term that a student could declare this program? Summer 2020 (1206)

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?

There are currently 6 students in the program. All have been contacted and have developed individual plans to complete the program by Summer of 2021.

Explain the precipitating circumstances or rationale for the proposal.

The College of Engineering must respond to campus concerning plans to increase or eliminate low producing academic programs. The Capstone in Foundations of Professional Development was on the list.

No capstone awards have been made in the first three years of this program. Because the program is new it is technically not considered low producing, but seeing no awards in three years is a concern that we are addressing.

The question posed was: Can we show that the capstone program will grow in the next 5 years? If not, do we continue?

We have determined that the answer is no, and that the program should be discontinued.

What is the potential impact on enrolled students?

There are currently 6 students in the program. All have been contacted and have developed individual plans to complete the program by Summer of 2021.

What is the potential impact on faculty and staff?

The courses contained in this capstone are 1 credit EPD courses that are used as electives in other programs, and therefore there is no anticipated impact on faculty. Christine Nicomeo is the Program Director for this program and has been informed (in Dec 2019) about the plans for this program and how she will be impacted by this change.

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

Dean Ed Borbely and HR have discussed the issue with the impacted staff.

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

Dean Ed Borbely personally reached out to all students impacted, and we have email evidence of their modified completion plans.

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

There are no alumni for this program, and since the courses will continue independent of the capstone, there are no impacted stakeholders.

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

The courses will be taught to serve other parties (rather than capstone students), and quality will be maintained.

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

All of the current students have developed a plan of study for how they will complete the program and the College of Engineering is committed to offering the courses that they need to do so.
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?

There are no prospective students in the pipeline; in anticipation of the closure of the capstone, we stopped advertising this program and closed the application process.

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 are no stopped out students.

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

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>Borbely, Ed</td>
<td><a href="mailto:borbely@wisc.edu">borbely@wisc.edu</a></td>
<td>608/263-0982</td>
<td></td>
</tr>
<tr>
<td>Primary Dean's Office Contact</td>
<td>Hagen, Sara</td>
<td><a href="mailto:skhagen@wisc.edu">skhagen@wisc.edu</a></td>
<td>608/263-8860</td>
<td></td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Strzelec, Andrea</td>
<td><a href="mailto:strzelec@wisc.edu">strzelec@wisc.edu</a></td>
<td></td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Departments</th>
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<tbody>
<tr>
<td>Information School (I SCHOOL)</td>
<td></td>
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<tr>
<td>College of Letters &amp; Science (L&amp;S)</td>
<td></td>
</tr>
<tr>
<td>School of Business (BUSINESS)</td>
<td></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? No
Please explain. Assessment report was late from EPD due to the passing of Wayne Pferdehirt, who had previously completed them. We are in the process of finalizing and completing them now.

Mode of Delivery: Distance Education (100% online)

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

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. Yes

**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

ADMISSION Applicants must possess a baccalaureate degree. Applications are accepted on a rolling schedule. Students may begin the program at the start of any term.
Are international students permitted to enroll in this program? No

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

Must have a minimum GPA of 2.00

Certificate requires 9 credits

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>E P D 700</td>
<td>Connected Learning Essentials</td>
<td>1</td>
</tr>
<tr>
<td>E P D 701</td>
<td>Writing for Professionals</td>
<td>1</td>
</tr>
<tr>
<td>E P D 702</td>
<td>Professional Presentations</td>
<td></td>
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<tr>
<td>E P D 703</td>
<td>Managing Digital Information</td>
<td></td>
</tr>
<tr>
<td>E P D 706</td>
<td>Change Management</td>
<td>1</td>
</tr>
<tr>
<td>E P D 707</td>
<td>Project Management Essentials</td>
<td></td>
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<tr>
<td>E P D 708</td>
<td>Key Legal Concepts for Professionals</td>
<td>1</td>
</tr>
<tr>
<td>E P D 709</td>
<td>Organizational Communication and Problem Solving</td>
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<tr>
<td>E P D 710</td>
<td>Ethics for Professionals</td>
<td></td>
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<tr>
<td>E P D 711</td>
<td>Professional Presentations</td>
<td></td>
</tr>
<tr>
<td>E P D 712</td>
<td>Additional Core Courses</td>
<td>3</td>
</tr>
</tbody>
</table>

Select three courses from this list that have NOT already been taken:

- E P D 701 Writing for Professionals
- E P D 702 Professional Presentations
- E P D 703 Managing Digital Information
- E P D 704 Change Management

https://next-guide.wisc.edu/courseleaf/approve/?role=GRAD SCH Dept. Approver
Total Credits

Total credits required:

9

Semesters to completion:

Guide Graduate Policies tab

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**Program Learning Outcomes and Assessment**

List the program learning outcomes.

<table>
<thead>
<tr>
<th>Outcomes – enter one learning outcome per box. Use the green + to create additional boxes.</th>
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<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>3</td>
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<td>4</td>
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</table>

Summarize the assessment plan.

Approved Assessment Plan:

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**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.

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All of the Capstone certificate credits must be earned “in residence” (which includes on campus and distance-delivered courses) at UW-Madison while enrolled in the Capstone certificate program. Because a Capstone certificate is comprised of just a few courses, it is not appropriate for students who already have completed the same or similar coursework at UW-Madison or another institution.

Yes

Students must earn a minimum grade of C on all attempted Capstone certificate coursework.

Yes

The program faculty/staff will ensure the program is encoded into DARS and will work with the Registrar’s Office DARS liaison to keep approved revisions to the curriculum current.

Yes

All students will be declared into the appropriate plan code in SIS via either an admission process or e-declaration. If the student does not have the plan code on their student record in SIS the student is not considered to be in the program.

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

Degree-seeking students may not be concurrently enrolled in a Capstone certificate program.

Yes

Students enrolled in Capstone certificate programs are NOT eligible for teaching assistant (TA), research assistant (RA), project assistant (PA) nor graduate fellowship support. Programs must disclose this program policy to Capstone certificate students in the recommendation of admission letter, program website, program handbook, and program orientation.

Yes

To be eligible for admission to a Capstone program, a student must hold an earned bachelor’s degree or equivalent credential from an accredited college or university.

Yes

**Supporting Information**

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

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>Date of contact/support letter received</th>
<th>School, College, or Department</th>
<th>Comment by contact person</th>
<th>On behalf of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sambamurthy, Vallabh</td>
<td>03/13/2020</td>
<td>School of Business (BUSINESS)</td>
<td>The Wisconsin School of Business (WSB) supports the discontinuation of UNCS396: Capstone Certificate in Foundations of Professional Development due to the limited enrollment to date. We understand that the courses, including those crosslisted with WSB, will still be offered for students in other programs.</td>
<td>WSOB</td>
</tr>
<tr>
<td>Klein, Elaine</td>
<td>03/03/2020</td>
<td>College of Letters &amp; Science (L&amp;S)</td>
<td>See comment on proposal, below.</td>
<td>L&amp;S, iSchool, Comm Arts</td>
</tr>
</tbody>
</table>

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.*

*Approved by College of Engineering APC for College of Engineering as a department in March APC meeting via email.*
4/3/2020

<table>
<thead>
<tr>
<th>Entered by:</th>
<th>Sara Hagen</th>
<th>Date entered:</th>
<th>03/23/2020</th>
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</table>

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:

Approved by College of Engineering APC for College of Engineering in March APC meeting via email.

Entered by and date:

<table>
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<th>Sara Hagen</th>
<th>Date entered:</th>
<th>03/23/2020</th>
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</table>

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:

For Administrative Use

Admin Notes:

Guide URL: /nondegree/capstone/foundations-professional-development-capstone-certificate/

Effective date:

Career: Special Student

SIS Program Code: UNCS

SIS Short Description: Prof Dev

Other plan codes associated with this program:

Degree: CRT

Field of Study: Physical Science

Program Length: 1

National Student Classification:

Plan Group: 396

Award Category: Capstone

Enrollment Category: Capstone Special

CIP Code: 14.9999 - Engineering, Other.

UWSTEM: Yes

HEALTH:

Educational Plan is
<table>
<thead>
<tr>
<th>Innovation Program:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Distance Education Program:</td>
<td>Plan is</td>
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<tr>
<td>Non Traditional Program:</td>
<td>Plan is</td>
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<tr>
<td>Special Plan Type:</td>
<td>The entire plan is a Non-pooled plan</td>
</tr>
<tr>
<td>CDR certificate category:</td>
<td>Postbaccalaureate certificate</td>
</tr>
</tbody>
</table>

**Reviewer Comments**

**Andrea Strzelec (strzelec) (02/24/20 2:23 pm):** Per COE guidance regarding underperforming programs, we are discontinuing this program.

**Elaine Klein (emklein) (02/27/20 2:04 pm):** L&S programs involved in original proposal have been contacted; comment and discussion scheduled for L&S APC 3/3/2020.

**Elaine Klein (emklein) (03/03/20 3:26 pm):** Thank you for consulting with the College of Letters & Science, which had supported the creation of this program several years ago. I consulted L&S departments that had advised that support and received no opposition to this action. On 3/3/2020, the L&S APC unanimously approved a motion to support program suspension and discontinuation.