Program Change Request

Date Submitted: 10/19/18 3:57 pm

Viewing: UNCS106 : Capstone Certificate in Bioinformatics

Last approved: 09/26/18 8:49 am

Last edit: 10/19/18 4:33 pm

Changes proposed by: adpoehli

Catalog Pages Using this Program Bioinformatics, Capstone 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>Andrea Poehling - MED</td>
</tr>
</tbody>
</table>

Proposal Abstract/Summary:

This proposal is to discontinue the capstone certificate, which is currently suspended. There are no students enrolled.

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: Discontinued Suspend Admissions

Type of Program: Capstone Certificate (Special only)

Who is the audience?

- Special

Home Department: B M I

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
Suspension and Discontinuation

What is the last term that a student could declare this program?  
Fall 2016 (1172)

What is the last term that students may be enrolled in or complete the program?

What is the timeline and advance communication plan?

Because there are currently no students enrolled in the Capstone Certificate, the program will be discontinued at the earliest possible term, Spring 2019. The governance process will inform necessary university entities. We will also inform the Departments of Statistics and of Computer Sciences of this decision.

Explain the precipitating circumstances or rationale for the proposal.

Bioinformatics is the application of computer science theory and methods to molecular biology. In the realm of biological and medical science, bioinformatics is becoming a central discipline and is placing a new demand on the training of graduate students in the biological and computer sciences. Currently, there are two certificate programs in Bioinformatics: The Graduate Certificate and the Capstone Certificate. Both were proposed and approved in 2000. Both programs involve the same admissions and course requirements. The main distinction between the two programs is the audience. The Graduate Certificate Program is geared towards current MS and PhD students who desire additional training in informatics. The Capstone Certificate program reaches a broader audience including people working in industry (e.g., Nimblegen) as well as UW post-doctoral fellows, Researchers, and Scientists. Both of these programs have had relatively low enrollment since they were approved in 2000 and implemented in 2001. The programs were reviewed during 2014 and it was clear that a plan needed to be put into place to bolster enrollment in the two programs. Initial efforts involved announcements in key courses and a greater web presence. As a result of these efforts, there was a rise in admissions for the both the Graduate Certificate Program (GCRT106) and the Capstone Certificate Program (UNCS106). However, additional measures will need to be taken to further increase enrollment. These measures will likely involve a greater expenditure of time and resources. Discussions within our Department have centered around how best to mete out these resources. Due to the costs and resources required for recruiting students to the Certificate, we propose to discontinue both Certificates. We would like to focus our efforts towards our new graduate programs, the M.S. and Ph.D. in Biomedical Data Science. Admissions to the Capstone Certificate were suspended in Fall 2016, and we now seek to discontinue the Capstone Certificate effective Spring 2019. A separate proposal will be submitted to suspend admissions to and discontinue the Graduate Certificate program.

What is the potential impact on enrolled students?

There are no enrolled students.

What is the potential impact on faculty and staff?

There are no enrolled students, so faculty and staff will not be impacted.

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

Discussions about the low-enrollment status of our certificate programs were initiated during the process of developing our MS Degree Program in Biomedical Informatics in 2012. At that time, we were encouraged to schedule a review of the certificate programs. The review was completed in 2014 and involved input from members of our department, student participants and the review committee members. In addition, we have had extensive conversations with colleagues in Academic Planning and Institutional Research (Jocelyn Milner and Sarah Kuba) and former staff of the Graduate School (Kelly Haslam and Marty Gustafson) throughout the process. Thus, we have conferred with many parties as we worked towards the decision to suspend the Capstone Certificate. As part of the governance process to suspend admissions to the Capstone Certificate, we also informed the Departments of Statistics and of Computer Sciences of this decision.

Explain and provide evidence of efforts made to confer with and to notify current students.
There are no current students.

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

There is a small number of alumni.

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

There are no current students, so no teach out plan is needed.

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

N/A

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 remain?

N/A

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 will comply with the university's policy on stopped out students in certificate programs, which states: "If a student was enrolled in a certificate program and then stopped out, and the certificate program was discontinued while they were stopped out, the certificate program will not be available to them. Program faculty may make exceptions in the 2 years after a program is discontinued."

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>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Newton, Michael A</td>
<td><a href="mailto:manewton@wisc.edu">manewton@wisc.edu</a></td>
</tr>
<tr>
<td>Faculty Director</td>
<td>Craven, Mark W</td>
<td><a href="mailto:mwcraven@wisc.edu">mwcraven@wisc.edu</a></td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Sweeney, Whitney A</td>
<td><a href="mailto:wasweeney@wisc.edu">wasweeney@wisc.edu</a></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>
</tr>
<tr>
<td>Primary Contact</td>
<td>Bierman, Beth A</td>
<td><a href="mailto:bbierman@wisc.edu">bbierman@wisc.edu</a></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>Computer Sciences (COMP SCI)</td>
</tr>
<tr>
<td>Statistics (STATISTICS)</td>
</tr>
</tbody>
</table>

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

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 2.000
Courses must have a grade of B or better to be accepted

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>B M I/STAT 541</td>
<td>Introduction to Biostatistics</td>
</tr>
<tr>
<td>or STAT/F&amp;W ECOL/HORT 571</td>
<td>Statistical Methods for Bioscience I</td>
</tr>
<tr>
<td>Bioinformatics Requirement</td>
<td>Introduction to Bioinformatics</td>
</tr>
<tr>
<td>B M I/COMP SCI 576</td>
<td>Advanced Bioinformatics</td>
</tr>
<tr>
<td>B M I/COMP SCI 776</td>
<td></td>
</tr>
</tbody>
</table>

Elective Requirement
Select one of the following:

- BIOCHEM 711
- B M I/STAT 542
- COMP SCI 540
- COMP SCI 545
- COMP SCI 564
- COMP SCI 577
- COMP SCI 731
- COMP SCI 760
- COMP SCI 766
- I SY E/B M I 617
- MATH 605
- MATH/B M I/BIOCHEM/BMOLCHEM 606
- MATH 608
- MATH/B M I/BIOCHEM/BMOLCHEM 609

Total Credits

Total credits required:

Semesters to completion:

Guide Graduate Policies tab

**Program Learning Outcomes and Assessment**

List the program learning outcomes.

Summarize the 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 approved 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

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. If the program 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.

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, they will be formally added to 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.

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.

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.

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:
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 (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 SIS and program review, and otherwise attend to all responsibilities related to offering this program.

Enter any notes about approval here:

Entered by:  
Date entered:  

Enter any notes about the approval here:

Entered by:  
Date entered:  

### For Administrative Use

**Admin Notes:**

**SIS effective date:**

**Career:** USPC

**SIS Program Code:** UNCS

**SIS Short Description:** Bioinform

**Other plan codes associated with this program:**

**Degree:** CRT

**Field of Study:** Biological Science

**Program Length:** 1

**National Student Clearing House Classification:** Post Baccalaureate certificate

**Plan Group:** 106

**Award Category:** Capstone

**Enrollment Category:** 800

**CIP Code:** 26.1103 - Bioinformatics.

**UWSTEM:** Yes

**HEALTH:**

**Educational Innovation Program:**

**Distance Education Program:**

**Non Traditional Program:**

**Special Plan Type:**

**CDR certificate category:** Postbaccalaureate certificate