Program Change Request

Date Submitted: 10/22/18 12:51 pm

Viewing: **UNCS354 : Capstone Certificate in International Politics and Practice**

Last approved: 09/18/18 8:03 pm
Last edit: 10/25/18 12:57 pm

Changes proposed by: emklein

Catalog Pages Using this Program

- International Politics and Practice, Capstone Certificate

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>Elaine M Klein - L&amp;S</td>
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</table>

Proposal Abstract/Summary:

Request to discontinue low award program. Admission to this program was suspended effective Spring 2018, and there are currently no students enrolled in it.

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

- Fall 2019 (1202)

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:** POLI SCI

**School/College:** College of Letters and Science

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

https://next-guide.wisc.edu/courseleaf/approve/?role=GRAD%20SCH%20Dept.%20Approver#
**Suspension and Discontinuation**

What is the last term that a student could declare this program?  
*Fall 2017 (1182)*

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?  
*After a period of low enrollment, admission to this program was suspended effective Spring 2018. The department faculty have*

Explain the precipitating circumstances or rationale for the proposal.  
*As noted in the attached documentation, student interest in this program has been lower than anticipated. Combined with the departure of key faculty, as well as the department’s responsibility to administer other programs that are more robustly enrolled, the faculty have decided to discontinue this program.*

What is the potential impact on enrolled students?  
*No students are currently enrolled in the program.*

What is the potential impact on faculty and staff?  
*Although the department will continue to offer courses that are relevant to this area of study, the discontinuation of this program will reduce the administrative burden on faculty and staff to ensure that required courses are scheduled and offered, that students are advised, that the program is assessed, and that it is regularly reviewed.*

Explain and provide evidence of efforts made to confer with and to notify faculty and staff.  
*Faculty in the Department of Political Science are aware of this action. The departmental curriculum committee discussed this on September 10, 2018, and the executive committee approved this action on October 24, 2018.*

Explain and provide evidence of efforts made to confer with and to notify current students.  
*There are no students currently enrolled in this program and taking courses. In Spring 2018, the department contacted admitted students who were admitted to the program, but who have stopped out (that is, they have taken at least one course toward completing the program, but were not currently enrolled in Spring 2018 courses, or registered for Summer or Fall 2018 courses). The department notified them that admissions have been paused and the program is slated for discontinuation. Eight of these “stopped out” students were encouraged to take courses to complete the program; however, since the department will not continue to offer courses for this program in the Summer terms, students who wish to complete the program may need course substitutions or directed study. The department is willing to work with these students on a case by case basis to accommodate student needs.*

Explain and provide evidence of efforts made to confer with and to notify alumni and other stakeholders.  
*The department chair will e-mail campus stakeholders and alumni to inform them of the discontinuation of the program. Since this program has been a small program since its inception, there are relatively few graduates.*

Teach-out plan - How will program quality be maintained during the suspended period or the teach-out period for discontinued programs?  
*Courses that can be used to meet program requirements are offered; course substitutions would be available to any returning student who may require exceptions to complete the program.*

Teach-out plan: A) For currently enrolled students, how will required courses, curricular elements, advising and other student services be provided?  
*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 no longer be available?  
*Admission to the program was suspended in Spring 2018; there are no students in the pipeline.*

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 alternative programs into which students who have not completed the program may be admitted.*
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>
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<tbody>
<tr>
<td>Department Chair</td>
<td>Zumbrunnen, John G</td>
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<tr>
<td>Primary Dean’s Office Contact</td>
<td>Klein, Elaine M</td>
</tr>
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</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
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 consorcial 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
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 3.000

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>POLI SCI 700</td>
<td>Introduction to International Politics</td>
</tr>
<tr>
<td>POLI SCI 701</td>
<td>American Foreign Policy</td>
</tr>
<tr>
<td>POLI SCI 702</td>
<td>International Political Economy</td>
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<tr>
<td>POLI SCI 703</td>
<td>International Organizations and Law</td>
</tr>
</tbody>
</table>
Total credits required:

Semesters to completion:

Guide Graduate Policies tab

## Program Learning Outcomes and Assessment

List the program learning outcomes.

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<th>Outcomes – enter one learning outcome per box. Use the green + to create additional boxes.</th>
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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 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 Cap program 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 stu.

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 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>Approved by Executive Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zumbrunnen, John G</td>
<td>10/25/2018</td>
<td>Political Science (POLI SCI)</td>
<td>Approved by Executive Committee</td>
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</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:

- Transmittal to Provost - IPPCC - Program Discontinuation Notice.pdf
- Transmittal JKS to Mangelsdorf - Suspend Admissions IPPCC.pdf
- GFEC Approval IPPCapstone AdmissionSuspension wjk111517.pdf
- Actions 2017 November IPP suspendCapstone.pdf

### 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, administrative, and space) to offer the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and other supporting activities.

Enter any notes about approval here:

Entered by: Date entered:

**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 to offer 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 other supporting activities.

Enter any notes about approval here:

Entered by and date: Date entered:

**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:

Entered by: Date entered:

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

Enter any notes:
## For Administrative Use

**Admin Notes:**

**SIS effective date:**

**Career:** Special Student  
**SIS Program Code:** UNCS  
**SIS Short Description:** Int Pol Pr  
**Other plan codes associated with this program:**

**Degree:** CRT  
**Field of Study:** Social Science  
**Program Length:** 1  
**National Student Clearing House Classification:** Post Baccalaureate certificate  
**Plan Group:** 354  
**Award Category:** Capstone  
**Enrollment Category:** 800  
**CIP Code:** 45.1001 - Political Science and Government, General.  
**UWSTEM:**  
**HEALTH:**  
**Educational Innovation Program:** Plan is  
**Distance Education Program:** Plan is  
**Non Traditional Program:** Plan is  
**Special Plan Type:** The entire plan is a Non-pooled plan  
**CDR certificate category:** Postbaccalaureate certificate  

**Reviewer Comments**
Date: November 20, 2017

To: John Karl Scholz, Dean, Letters and Science

From: Sarah C. Mangelsdorf, Provost and Vice Chancellor for Academic Affairs

RE: November 2017 Academic Program Change

Suspend admissions to the Capstone Certificate in International Politics and Practice

I am writing with formal notice that the University Academic Planning Council has approved the proposal to suspend admissions to the Capstone Certificate in International Politics and Practice (UNCS354), Department of Political Science, College of Letters and Science.

This action is effective Spring 2018. The program must submit a plan to the Office of the Provost to reopen or discontinue the named option by October 1, 2018.

Supporting materials are posted here: https://apir.wisc.edu/academic-planning/uapc-meeting-information/november-16-2017/.

Please contact Jocelyn Milner (jocelyn.milner@wisc.edu) if you have any questions.

Copies:
John Zumbrunnen, Political Science
Greg Downey, Letters and Science
Elaine Klein, Letters and Science
Katy Duren, Continuing Studies
Steve Hahn, Vice Provost for Enrollment Management
Scott Owczarek, Registrar
Beth Warner, Office of the Registrar
Phil Hull, Office of the Registrar
Jeff Armstrong, Office of the Registrar
Melissa Schultz, Office of the Registrar
Derek Kindle, Office of Student Financial Aid
Carla Perez, Bursar
William Karpus, Graduate School
Marty Gustafson, Graduate School
Angie Bollinger, Facilities Planning and Management
Brent Lloyd, Space Management

Elizabeth Fredricks, Space Management
John Lucas, University Communications
Tricia Nolan, University Marketing
Toni Good, University Communications
Steve Smith, Office of the Secretary of the Faculty
Tim Norris, Madison Budget Office
Ann Bourque, Madison Budget Office
Clare Huhn, Academic Planning and Institutional Research
Sarah Kuba, Academic Planning and Institutional Research
Sara Lazenby, Academic Planning and Institutional Research
Jocelyn Milner, Academic Planning and Institutional Research
Michelle Young, Academic Planning and Institutional Research
15 November 2017

John Zumbrunnen, Ph.D.
Professor and Chair
Department of Political Science
University of Wisconsin-Madison

Sent Electronically

Dear Professor Zumbrunnen,

The Graduate Faculty Executive Committee (GFEC) approved your department’s request to suspend admissions to the Capstone Certificate in International Politics and Practice effective Spring 2018 at its November 10, 2017 meeting.

The suspension of admission to the Capstone will last for up to three years, at which time the program should be discontinued through governance or unsuspended. We appreciate the program’s commitment to supporting all current students through capstone completion while you undergo this planning process.

With GFEC’s approval, your request to suspend admission now moves to the University Academic Planning Council (UAPC) where it will be a matter of automatic consent.

Sincerely,

William J. Karpus
Dean of the Graduate School
Professor of Pathology and Laboratory Medicine

c: John Karl Scholz, College of Letters and Science
   Cal Bergman, College of Letters and Science
   Greg Downey, College of Letters and Science
Elaine Klein, College of Letters and Science
Jon Pevehouse, Department of Political Science
Debra McFarlane, Department of Political Science
Jocelyn Milner, Office of the Provost
Sarah Kuba, Office of the Provost
Katherine Duren, Division of Continuing Studies
Parmesh Ramanathan, Graduate School
Marty Gustafson, Graduate School
Emily Reynolds, Graduate School
6 October 2017

TO: John Zumbrunnen, Professor and Chair, Political Science

FROM: John Karl Scholz, Dean

RE: Request to Suspend Admissions: International Politics and Practice Capstone Certificate

CC: Cal Bergman, Associate Dean for Student Academic Affairs, L&S
    Greg Downey, Associate Dean for Social Science, L&S
    Katy Duren, Associate Dean for Academic Affairs, Division of Continuing Studies
    Marty Gustafson, Assistant Dean, Graduate School
    Elaine Klein, Assistant Dean for Academic Planning, L&S
    Sarah Kuba, Academic Planner, Academic Planning and Institutional Research
    Jocelyn Milner, Vice Provost and Director, Academic Planning and Institutional Research
    James Montgomery, Associate Dean for Fiscal Initiatives, L&S
    Nancy Westphal-Johnson, Associate Dean for Academic Administration

On October 3, 2017, the L&S Academic Planning Council considered the attached request to suspend admission to the International Politics and Practice Capstone Certificate. Council members greatly appreciated your efforts to steward this program wisely, and readily agreed that best service to students would be found in suspending admissions to the program while you and your colleagues reconsider the form and format of the program.

We understand that there may be as many as 11 students enrolled in the program, and that the department will continue to offer courses to help these students complete it. Please be in touch with Associate Deans Greg Downey and Elaine Klein if you need advice or assistance in proceeding with “teaching out” this iteration of the program. They will also be happy to talk with you about how the program might be reformulated.

The L&S APC approved this request unanimously, and agreed that it would be best to have an update on your progress by the end of April, 2018.
10/3/2018

TO: Sarah Mangelsdorf, Provost
FROM: John Karl Scholz, Dean
RE: Scheduled Discontinuation of the International Policy and Practice Capstone Certificate (UNCS354)

CC: Greg Downey, Associate Dean for the Social Sciences, L&S
Marty Gustafson, Division of Continuing Studies
Elaine Klein, Associate Dean for Academic Planning
Jocelyn Milner, Vice Provost and Director, APIR
James Montgomery, Associate Dean for Fiscal Initiatives, L&S
Jennifer Noyes, Associate Dean for Operations and Staff
Parmesh Ramanathan, Associate Dean, Graduate School
Emily Reynolds, Graduate School
Nicole Wiessinger, Academic Planner, Academic Planning and Institutional Research
Eric Wilcots, Deputy Dean, L&S
John Zumbrunnen, Professor and Chair, Political Science

In September 2017, the L&S Academic Planning Council approved a request to suspend admission to the International Policy and Practice Capstone Certificate (UNCS354). At the time of the suspension, there were 11 students enrolled in the program, and the department had made a commitment to offer courses that will (among other things) serve these students in this program. Per the attached notice, the University APC approved that request, with the instruction that the department should submit a plan to reopen or discontinue the program to L&S by the end of April, 2018, with the expectation that L&S would act on that request and forward it to the UAPC by October 1, 2018. Without such a proposal, the program would be scheduled for discontinuation.

I would like formally to inform you that L&S has not received a plan from the program seeking permission to restructure and reopen admissions. Program discontinuation seems both appropriate and in line with UAPC policy governing certificate program suspension and discontinuation. We will confer with the department about students in progress, and recommend that the program be discontinued after all students have completed the program.
Dear Dean Karpus,

I am writing to provide more information about the proposed discontinuation of the International Politics and Practice Capstone Certificate (IPPCC) program, which is on the agenda for the December 14 meeting of GFEC. I note that I will be attending that meeting along with Dr. Eunsook Jung, the IPPCC program coordinator (copied here).

The executive committee of the department of Political Science voted unanimously on 10-24-18 to propose the discontinuation of the program. This decision was informed by discussions (which began prior to and continued after I became chair in June 2017) with faculty involved with the program, the program director, the program coordinator and the College of Letters and Science. It followed an admissions pause implemented during the 2017-2018 academic year, a change also discussed with faculty and approved unanimously by the executive committee. As department chair, I pursued the possibility of changes to the program with the program's faculty director; no ideas for changes that might yield greater student interest were identified.

Our move to discontinue the program was based on departure of a key faculty member involved with the program and, in particular, on declining student interest, which has made the program unsustainable from a budgetary point of view. I attach here a spreadsheet listing the 13 students currently admitted to the program and the courses they have taken over the last five years. The program only regularly offers courses in an online format in the summer. As indicated in the spreadsheet, while 13 students are currently admitted to the program, only two students have taken any program courses since 2016 and only one took courses in summer 2018. The program coordinator has repeatedly over the last year reached out to students encouraging them to enroll. Again, despite these efforts, the overall pattern is of declining interest in the program with one or perhaps two students seemingly remaining on track towards completion.

Should the program discontinuance be approved I as chair will contact all admitted students to inform them. Because we will no longer be able to offer the relevant online courses in the summer session, we will provide opportunities (during any semester) for students who wish to complete the program through independent study within the next 2 years. We note that the program was initially designed to allow full completion in two years and that the students who have most recently been active in the program have only two classes / 6 credits left to take. We thus expect that those students who wish to complete the program will be able to do so by Fall 2020.

John Zumbrunnen
Professors Jon Pevehouse and Mark Copelovitch of the Political Science faculty have the expertise to oversee students in this programmatic area, and they have agreed to supervise the independent study courses students will need.

Thank you, and I look forward to the GFEC discussion on 12/14.

John

John Zumbrunnen
Professor and Chair, Political Science
Faculty Affiliate, Integrated Liberal Studies
Faculty Director, Chadbourne Residential College
<table>
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<tr>
<th>Student</th>
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