Procedures for Making Changes to Existing Human Ecology Graduate Programs and Concentrations

Approved by the SoHE Graduate Program Council
February 16, 2009

Background

A proposal for consolidating Human Ecology Graduate programs was approved by the School of Human Ecology (SoHE) Academic Planning Council and Graduate School in October of 1998 and implemented in the fall of 1999. This plan established three concentrations for both Master’s and Ph.D. degrees in Human Ecology: Human Development and Family Studies, Consumer Behavior and Family Economics, and Design Studies. Approval documents further provided that governance for the concentrations would be shared by SoHE departments and the SoHE Academic Planning Council as follows:

Monitoring of Graduate Concentrations: The confederation of graduate programs in Human Ecology will be monitored by the SoHE Academic planning Council. This committee will be charged with monitoring the quality of existing concentrations and reviewing the addition of new concentrations and modifying existing concentrations within the graduate program confederation. The criteria for establishing and maintaining PhD or Masters concentrations will remain consistent with the high standards set forth by the Graduate School.

Governance of Graduate Concentrations: The Graduate Committee of each department and outside faculty affiliated with individual graduate program concentrations will establish criteria for admissions, credit and course requirements, examination procedures, and related program matters, all within the standards set by the Graduate School.

Procedures for Adding/Making Changes to Existing Degrees or Concentrations

The following procedures are established for adding or modifying Human Ecology degrees or concentrations in situations in which a change is proposed to either the school-wide degree or degree requirements, or to an aspect of a concentration when such a change:

a) would require action beyond SoHE (see UW-Madison Academic Program Approval Overview), and/or
b) would represent a departure from established school-wide Human Ecology degree requirements and/or
c) may have substantial implications for SoHE graduate programs in general, or a concentration other than the one for which it is initially proposed.
The procedures are designed to ensure that SoHE departments have adequate opportunity for input and that modification to the graduate program and its concentrations are consistent with both Graduate School guidelines and expectations for high quality graduate study within the School of Human Ecology.

The procedures are as follows:

1. The department prepares a written proposal for the addition or change to the Human Ecology degree or concentration and submits a recommendation to the departmental faculty. The proposal shall include:

   - a complete description of the proposed addition or modification (e.g., admission, credit or other degree requirement)
   - the rationale for the proposed change
   - a description of the relationship of the change, if any, to the assessment plan established for the program/concentration
   - a description of the impact, if any, on other programs/concentrations in SoHE or beyond (e.g., non-thesis masters and criteria for admission to Ph.D. in same program)
   - budgetary implications, if any.

2. The department faculty votes on the proposed change/addition and, if positive, forwards the proposal to the SoHE Graduate Program Council (GPC) for consideration.

3. The SoHE GPC and other affected departments review the proposed change/addition, the GPC votes and forwards the proposal with summary of discussion and vote (positive or negative) to the SoHE Academic Planning Council for consideration.

4. The SoHE Academic Planning Council reviews and votes on the proposed change/addition and, if the vote is positive, either orders implementation of the change or, if required, forwards the proposed modification to the Graduate Faculty Executive Committee and University Academic Planning Council for further action. (UW System process for approval of academic programs is located at: http://www.apa.wisc.edu/Overview.pdf.)

It is expected that departments will update the GPC regularly about changes not covered by these guidelines (such as changes in preliminary examination policies). Standard governance procedures apply as changes to the graduate program are proposed and considered by School governance committees.