

From: [Roth Day, Monica L](#)
To: [Weissenburger, Jacalyn](#)
Cc: [Yohnk, Dean R](#); [Missinne, Amy E](#)
Subject: FW: Superior Programs
Date: Thursday, November 2, 2017 3:15:09 PM
Attachments: [Suspended Majors memo to APEI 11.2.17.docx](#)
[Student List 2017 10 25 for impacted majors.xlsx](#)
Importance: High

Good afternoon, Jackie. Please see attached the draft memo to APEI regarding the suspended majors.

I'm also including Diane's message below with related info if you would like to see what she shared.

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From: Diane Treis Rusk [mailto:dtreisrusk@uwsa.edu]
Sent: Thursday, November 02, 2017 9:29 AM
To: Roth Day, Monica L <MROTHDAY@uwsuper.edu>
Cc: Carleen Vande Zande <cvandezande@uwsa.edu>
Subject: RE: Superior Programs

Hi Monica:

Thanks for getting back to me. Here are some thoughts.

Because "suspension of the programs" is the language that has been used, I am referencing SYS 102, Sec. 3.3 – Suspending Admission to an Academic Degree Program. Suspending admission allows an institution to further review and/or restructure the program without immediately eliminating the program. Suspended programs may be reinstated within a 5-year timeframe. If it appears that UW-Superior intends to eliminate the academic programs, then SYS 102, Sec. 3.4, would apply. For convenience of reference I've cut and pasted the policy language below.

Recall, there are five pieces of information that should be included in the memo noticing suspension of admission to programs. These are listed in 3.3.2, below. One element is the desired effective date in which you will suspend admission. The date stated in the memo is the date recorded; however, we cannot enter a retroactive date into the CDR. That is why we request a 4-week notice, so there is sufficient time for us to process the notice and enter the change in the CDR. Major data in the CDR is then transmitted to UW HELP, so that suspended programs are not published on the application for admission or in Major Mania.

Let me know if you have additional questions. Jackie may also want to directly consult with Carleen Vande Zande.

My best,
Diane

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**Diane Treis Rusk, Ed.D.**

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### **3.3 Suspending Admissions to an Academic Degree Program**

#### **3.3.1 BACKGROUND**

Suspending admissions allows an institution to temporarily remove a program from the systemwide academic degree program array and, if appropriate at a later date, reinstate the program when demand and resources justify the continued operation of the program without Board of Regents (BOR) approval.

While in suspension, the program in question is not included in the systemwide array or listed in the University of Wisconsin System Majors and Other Academic Programs Database ([MajorMania](#)). Institutions should not “unpublish” a program in MajorMania or the institution’s catalogue without also submitting notification of program suspension. Continuing students will count as a part of institutional degree productivity.

#### **3.3.2 PROCESS TO SUSPEND ADMISSIONS**

Suspending admissions to a program requires written notification at least four weeks prior to the desired effective date.

The Provost provides the following information to APEI via [afgp@uwsa.edu](mailto:afgp@uwsa.edu):

- The rationale for the program suspension;
- The potential impact on students currently enrolled;
- The potential impact on faculty and academic staff;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information

#### **3.3.3 REINSTATEMENT OF ADMISSIONS TO A SUSPENDED PROGRAM**

Officially suspended programs can be reinstated at any time during a period of five years. Reinstating admissions to a suspended program requires written notification at least four weeks prior to the desired effective date.

The Provost provides the following information to APEI via [afgp@uwsa.edu](mailto:afgp@uwsa.edu):

- The rationale for reinstatement;
- The resources available to support faculty, staff, labs, equipment, etc.;
- Projected enrollments and student demand;
- Confirmation of the approval of the appropriate institutional governance body or bodies; and
- The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information.

#### **3.3.4 ELIMINATION OF SUSPENDED PROGRAMS**

Programs suspended for a period of five years will be automatically closed and eliminated from the CDR database.

At any time during this five-year period, a UW institution can send written notification to permanently eliminate the program (see [Section 3.4](#)). The period of five years begins on the date of the APEI notification memo that is issued per [Section 3.3.2](#). APEI will notify institutions six months prior to the elimination date. Upon closure, the institution may not enroll new students.

3.4 Eliminating an Academic Degree Program

[3.4 Eliminating an Academic Degree Program Bookmark Anchor](#)

### 3.4.1 PRINCIPLES FOR EVALUATING ACADEMIC DEGREE PROGRAM ELIMINATION

In evaluating programs for possible elimination, consideration should be given to the following:

- The quality of the program in the areas of teaching and learning, and the contributions of its faculty in research, creative activity, and service;
- The contribution of the program to the mission and strategic plan of the institution, the overall quality of academic offerings, and the strategic plan of the institution;
- Student demand for the program as measured by student enrollment, retention, graduation trends, and applicable variables;
- The resource implications of retaining or eliminating the program;
- The uniqueness/redundancy of the program within the institution and across the UW System;
- Opportunities for collaboration with other programs within the institution or at other UW institutions; and
- The impact of program elimination on systemwide array and student access to programs.

### 3.4.2 PROCESS FOR ELIMINATION

Eliminating a program requires written notification at least four weeks prior to the desired effective date.

The Provost provides the following information to APEI via [afgp@uwsa.edu](mailto:afgp@uwsa.edu):

- A brief description of the program elimination;
- A brief rationale for the change;
- The potential impact on currently enrolled students;
- The potential impact on faculty and academic staff;
  - Confirmation of the approval of the appropriate institutional governance body or bodies; and
  - The desired effective date.

APEI will issue the notification memo within 15 working days after receipt of the information

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**From:** Roth Day, Monica L [<mailto:MROTHDAY@uwsuper.edu>]

**Sent:** Thursday, November 02, 2017 8:02 AM

**To:** Diane Treis Rusk <[dtreisrusk@uwsa.edu](mailto:dtreisrusk@uwsa.edu)>

**Subject:** RE: Superior Programs

Hi, Diane. Well, it's been an interesting week. Along with the department chairs, I found out about the suspensions on Tuesday morning. During that meeting, Jackie did indicate the timeline of the 4 week notice to System. I'm going to follow up with her today and see what actions have been taken, as I know that they have had contact with President Cross (see attachment).

Am I correct in understanding that suspensions of programs do not begin until System is notified AND four weeks have passed? If so, students could declare these majors and minors now and be part of the group which is taught out?

Monica Roth Day, EdD, MSW, LGSW

*Preferred gender pronouns: she, her, hers*

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**From:** Diane Treis Rusk [<mailto:dtreisrusk@uwsa.edu>]  
**Sent:** Wednesday, November 01, 2017 1:03 PM  
**To:** Roth Day, Monica L <[MROTHDAY@uwsuper.edu](mailto:MROTHDAY@uwsuper.edu)>  
**Subject:** Superior Programs

Hi Monica:

I read this in the clip sheets <http://www.duluthnewstribune.com/news/education/4351888-uws-dropping-multiple-academic-programs> and have been getting some questions. Since we have not received any notices regarding suspension or elimination, may I assume that this story was picked up while the matter was being considered by your governance groups?

Do you have a sense of whether you will choose to suspend admission or immediately eliminate the program? I know we discussed redirects, so if that is in your thinking let me know.

Thanks so much,  
Diane

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Diane Treis Rusk, Ed.D.

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