RECORDS RETENTION/DISPOSITION AUTHORIZATION
SIGNATURE PAGE

Agency #: 285A
Agency Name: UW-Madison
Use Campus-wide

College: Office of the Provost
Department/Division: Academic Planning & Analysis
Campus-wide

List of Records Series:

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New RDA's

We the undersigned have reviewed the above records series and approve the outlined retention and disposition. Approval is contingent on restrictions on records destruction contained in S.19.35 (5), Wisconsin Statutes, (Open Records Law) and that no records be destroyed if litigation or audit involving these records has commenced.

December 1, 2011

Jocelyn Milner
Dean/Department Chair/Administrative Officer
Director of Academic Planning and Analysis
Dean/Dept. Chair/Admin. Officer–PLEASE PRINT

University Legal Counsel

Margaret E. Erick
University Records Officer

University Archivist

State Archivist

Executive Secretary - PRB

APPROVAL SUBJECT TO 10-YEAR SUNSET. RESUBMITTAL REQUIRED PRIOR TO February 2022
Records Retention Policy

Name of College or Specific Department
Academic Planning & Analysis

Description of College and/or Department:

The Office of Academic Planning and Analysis is a unit of the Office of The Provost. The office serves the twin functions of the institutional research office of UW-Madison and the office the works with the provost to oversee academic planning related to academic programs (majors, degrees, certificates) and academic structures (departments, schools/colleges, centers). Duties include:

- Supports institutional strategic and academic planning and decision making through the analysis, presentation, and distribution of relevant and timely information, policy analyses, and projections of future trends. Examples include enrollment projections, student retention and graduation rates, faculty turnover analyses, tuition revenue projections, and retirement projections.
- Prepares comparative analyses of UW-Madison with peer institutions to provide a context for budget and planning initiatives. Examples include comparative faculty salary and graduate student salary analyses, and student enrollment patterns.
- Supports the activities of the University Academic Planning Council and is responsible for the academic planning processes (new program development and program review). Facilitates the flow of information among the provost, UW System Administration and the campus units regarding these processes.
- In support of planning initiatives, responds to internal and external requests for information about institutional characteristics. Provides official data related to the academic people, programs, and structures of the university.
**Description of Records Series:**

01556 Credits Follow Instructor Reports (CFI)

**DESCRIPTION:**
Credits Follow Instructor consists of a set of reports which are based on a method for counting credits in which the credits are assigned to the unit that paid the instructor. This is in contrast to the Traditional Credits by Department method in which the credits are assigned based on the department that offered the course. CFI is used by Deans and departments chairs who are interested in examining the costs of course instruction.

**MEDIUM / FORMAT:** Physical and Electronic formats

**ACCUMULATION:** --

**RETENTION:** CR + 5 Years

**DISPOSITION:** Transfer to UW-Archives

**ACCESS REQUIREMENTS:** Open

**APPRAISAL NOTE:** These Records are to be transferred to the University Archives.

*NEW Record Series*
Description of Records Series:

01657 Department Planning Profiles Reports
DESCRIPTION:
Department Planning Profiles is a tabular report produced twice annually in the fall and spring. For every credit generating department, DPP includes a four-page tabulation of a ten-year trend of 95 indicators. The indicators cover 9 topic areas: Permanent Commitments, Instructional FTE - Payroll, Non-Instructional FTE-Payroll, Credits Generated Honors and General Ed Credits, Majors - Headcount, Majors FTE, Degrees Granted, and Extramural Awards

MEDIUM / FORMAT: Physical and Electronic formats

ACCUMULATION: ---

RETENTION: CR + 5 Years

DISPOSITION: Transfer to UW-Archives

ACCESS REQUIREMENTS: Open

APPRAISAL NOTE: These records are to be transferred to the University Archives.

NEW Record Series
Description of Records Series:

01658  Academic Program Review records

DESCRIPTION:
UW-Madison has a long history of conducting regular reviews of academic programs. Program review provides programs to stay at or move to the forefront of its field in any budgetary environment. Occasionally, program review may provide a venue in which to consider discontinuing or recombining academic activities in favor of strengthening priority areas. Program review requires a significant investment of faculty and staff time and so reviews are intended to be focused and meaningful endeavors that improve the quality of programs and the university.

Types of Program Review
Institutional reviews - periodic of programs (majors, degrees, certificates) and/or departments. These reviews are usually initiated by the dean on a regular cycle. At times, reviews may be requested for special circumstances. See the program review guidelines.

Low-enrollment programs - When the number of degrees awarded in a major or certificate program drop below the standard for low enrollment, the provost will ask the dean to initiate a low-enrollment review. See low-enrollment guidelines.

Joint Five-Year Program Reviews - A review of each new major is conducted approximately five-years after it is initially approved. It is required as the final step in implementation of a new program. These reviews are conducted jointly between UW-Madison and UW System Administration. See the Joint Program Review Guidelines.

Specialized Accreditation - Specialized accreditation reviews are conducted by professional organizations. Accreditation reviews typically require a self-study and an outside evaluation team, so most of the accredited programs substituted accreditation for institutional program reviews. Among accredited programs are Business (BBA and MBA), Engineering, Medicine (MD), Nursing, Pharmacy (PharmD), Law, and Veterinary Medicine (DVM). For a listing of UW-Madison accredited programs, see the Data Digest.
This series consists of Academic Program records which have been approved for both graduation and undergraduate programs. These records consist of Program Approvals, Program Review and Report plus any other related documentation including specialized accreditation documentation.

**MEDIUM / FORMAT:** Physical and Electronic formats

**ACCUMULATION:** ---

**RETENTION:** EVT + 10 Years  **Event** = Date of Approval

**DISPOSITION:** Transfer to UW-Archives

**ACCESS REQUIREMENTS:** Open

**APPRAISAL NOTE:**
Periodic review of all UW-Madison programs – departments, degrees, majors, certificates - is required by UW-System Board of Regent policy. By UAPC policy, at UW-Madison program reviews should take place at least once every ten years.

*NEW Record Series*