1. Julia Parrish, Associate Dean for Academic Affairs (Dean’s Office) offered an update on Winter 2016 College of the Environment online course evaluation response rates. The response rate for the College of the Environment was 36% (lower than the 46% response rate for UW Seattle). The percent of College of the Environment course evaluations that were online was 92% (higher than the 81% for UW Seattle). Parrish shared data on patterns of response rate as connected to enrollment size and response rate as connected to the adjusted global median evaluation scores. The committee suggested the following:

- Gather at least one year of course evaluation data (include faculty rank).
- Bring faculty together to discuss ideas for identifying best practices for increasing response rate.
- Consider a focus group of students to discuss what motivates them to complete course evaluations.
- Consult other departments outside of the college (e.g. Biology) for best practices.
- Work with departmental evaluation coordinators to open up the online evaluations earlier than the last week of the quarter.

Parrish suggested convening one or two meetings of faculty who teach across the range of low and high enrollment courses to share best practices and brainstorm a set of recommendations to share with all of our units.

2. The committee reviewed and discussed the draft list of College of the Environment courses to suggest for the proposed new Undergraduate Data Science option initiative. Hall will send the list to LuAnne Thompson (Oceanography) and Magdalena Balazinska (Computer Science & Engineering). The committee suggested additional discussion and exploration of data sciences needs for College of the Environment undergrads and
graduate students, and whether or not an undergraduate minor of a graduate certificate would be worth exploring. The committee also requested more information on the graduate Quantitative Ecology & Resources Management (QERM) program and the undergraduate Quantitative Science (Q SCI) program.

3. Hall provided reminders regarding the data collection for MyPlan Academic Explorer:
   • Department Review – April 18 (suggested). Departmental User (staff) needs to upload the content in time for the Departmental Reviewer (faculty) to approve it by April 27.
   • College Review – April 27. Departmental Reviewers need to approve program content by this date. All program changes will be reviewed at the May 10 College Curriculum Committee meeting.
   • MyPlan for FCAS review – May 20. After Curriculum Committee review, the college will approve and submit all content for final FCAS review.

4. Next steps and action items:
   • Hall and Parrish will compile course evaluation date for the past year and convene faculty focus groups.
   • Hall will consult with the IAS office and departmental course evaluation coordinators regarding how to open up the course evaluations a bit earlier in the quarter.
   • Hall will contact staff/directors of QERM and Q SCI regarding meeting with the committee to share information.
   • Hall will send reminders to units re: MyPlan Academic Explorer content deadlines.

5. Meeting adjourned at 2:15 PM.