College of the Environment Curriculum Committee
Meeting Agenda for October 12, 2020
4:00 – 5:30 PM

ACTION ITEMS

1. Welcome & Introductions (Kristi Straus, Chair, 5 minutes)

2. Committee responsibilities, structure, schedule; Curriculum Management online system
   (Kristi Straus & Michelle Hall, 10 minutes)

3. Proposed new course from Program on the Environment (Kristi Straus, 10 minutes):
   - ENVIR 310 “Data Analysis in Environmental Studies”
     https://uw.kuali.co/cm/#/courses/view/5f36ceaaad4a420026e3b8e4

4. Proposed course change from Friday Harbor Laboratories (Megan Dethier, 10 minutes):
   - FHL 468 “Advanced Topics in Ecology and Biomechanics“ – change from 500 level to 400
     level and other associated changes
     https://uw.kuali.co/cm/#/courses/view/5f17155eab31ef0026b4d502

5. Online Teaching Team updates (Kristi Straus, Mikelle Nuwer, Kerry Naish, 10 minutes):
   - College-wide TA training
   - New lightboard recording studios
   Resources:
     - College of the Environment COVID-19 Resources for Instructors
     - College of the Environment Online Teaching Resources (Canvas site)
     - Resources on Teaching Remotely (CTL)
     - UW Canvas Course Templates (UW IT)
     - Learning Technologies Workshops (UW IT)

6. Unit updates (if time permits, All, 15 minutes)

7. Dean’s Office Updates (Julia Parrish, Associate Dean of Academic Affairs, 30 minutes):
   - Equitable Classroom Training – paths forward
   - New Teaching & Learning website content – best structure

INFORMATION ITEMS

8. Non-substantive minor course changes (revised description to highlight previously approved
   overlap with other courses). **These proposals do not require committee review:**
   - FHL 471 “Comparative Anatomy and Physiology of Marine Organisms
     https://uw.kuali.co/cm/#/courses/view/5f17155eab31ef0026b4d502
   - FISH 324 “Aquatic Animal Physiology and Reproduction”
     https://uw.kuali.co/cm/#/courses/view/5f775984ec1ce60026444184
Committee Membership 2020 - 2021

- Aquatic & Fishery Sciences – Luke Tornabene
- Atmospheric Sciences – Greg Hakim
- Earth & Space Sciences – Drew Gorman-Lewis
- Environmental and Forest Sciences – Clare Ryan
- Friday Harbor Laboratories – Megan Dethier
- Marine & Environmental Affairs – Sunny Jardine
- Marine Biology – Kerry Naish
- Oceanography – Mikelle Nuwer
- Program on the Environment – Kristi Status (Chair)
- Graduate Student Representatives – Rosalind Echols (Oceanography); Taylor Ganz (Environmental & Forest Sciences)
- Undergraduate Student Representatives – Amanda Gardiner (Oceanography); Jessica Goulet (Environmental Studies)
- Associate Dean for Academic Affairs (ex officio) – Julia Parrish
- Director of Student & Academic Services (ex officio: committee staff) – Michelle Hall

Curriculum Committee 2020-2021 meeting schedule

Autumn 2020
October 12, 4:00-5:30 PM, Proposal deadline = September 30
November 10, 8:30-10:00 AM, Proposal deadline = October 28
December 10, 8:30-10:00 AM, Proposal deadline = November 25 (NOTE: This is the final deadline for Spring 2021 course proposals - earlier submissions are recommended)

Winter 2021
January TBD, Proposal deadline = Early January 10
February TBD, Proposal deadline = Early February
March TBD, Proposal deadline = Late February

Spring 2020
April TBD, Proposal deadline = Early April
May TBD, Proposal deadline = Late April
May/June TBD, Proposal deadline = Mid May

Curriculum Committee Roles & Responsibilities

The College Curriculum Committee is responsible for curricular policy matters and the curriculum review process at the college level. It also helps to stimulate new educational ideas and developments in the college. The Committee is responsible for reviewing the following:
• **New undergraduate and graduate courses**
• **Changes to undergraduate and graduate courses**
• **Changes to undergraduate admission and program requirements**
• **New undergraduate majors, minors, and degree programs**
• **Changes to graduate degree programs**
• **New graduate programs**

**Committee Structure:**

- 1 faculty member from each degree-granting unit (9 voting members, 3-year staggered terms)
- 2 undergrads & 2 grad student members (4 voting members, 1-year terms, option to extend)
- The College’s Associate Dean for Academic Affairs (non-voting, ex officio)
- The College’s Director of Student and Academic Services (non-voting, ex officio)
- Committee meets ~3 times per quarter (typically 2-5 proposals for new courses or for changes to degree requirements).
- Committee members review proposals prior to each meeting.
- Faculty members are responsible for presenting proposals submitted from their units.
- A quorum = a majority of voting members.
- Goal = bring committee to consensus on whether to approve a proposal (outright or pending final revisions) rather than call for a formal vote

**Committee Resources:**

- **Committee description, schedule and deadlines:**
  https://environment.uw.edu/intranet/governance/curriculum-committee/
- **Committee Bylaws:**
  https://environment.uw.edu/intranet/governance/curriculum-committee/by-laws/
- **UW Curriculum Committee and Curriculum Management System** (course proposal system login):
  https://uw.kuali.co/cm/#/courses
- **Trainings, videos, and quick guides:**
  https://helpcenter.uw.edu/uw-curriculum-management-system/uw-curriculum-management-quickguides/
- **UW Curriculum Committee Reports** (monthly):
  https://registrar.washington.edu/curriculum/curriculum-reports/
- **UW Curriculum Management Quick Guide on Curricular Relationships** (responding to “Acknowledge” requests and determining if a course has curricular relationships):
  https://helpcenter.uw.edu/uw-curriculum-management-system/uw-curriculum-management-quickguides/curricular-relationships/
- **UW general education requirements** (designating undergrad courses to meet Areas of Knowledge and Diversity requirements, I&S, NW, VLPA, DIV):
  https://www.washington.edu/uaa/advising/degree-overview/general-education/