Agenda for CC November 2019

Agenda items:

- ADAA search discussion (Prakash recused)

- Approval of minutes (attached, need edits)

- Tenure and Promotion case of Assistant Professor Tyler Sprague, discussion and vote

- Discussion and vote on Curriculum Committee report on procedures (attached)

**CBE Curriculum Committee**

The CBE Curriculum Committee is responsible for all curricular policy matters at the College level, including general oversight of programs and courses offered in the College. New programs and courses, and changes to existing programs and courses, must be reviewed by the CBE Curriculum Committee before being submitted to the UW Curriculum Office. The process and deadlines for submitting program and course applications for review are outlined below.

**Submission Process**

Please refer to the [UW Curriculum Office](https://registrar.washington.edu/curriculum/) for instructions on preparing the application for courses and programs.

**Creating a New Course or Making Changes to an Existing Course**

1. All new courses and course changes need to be submitted using the [UW CM](https://uw.kuali.co/cm/#/courses) online process (Kuali Curriculum Management). Your department chair (or other department representatives that have approval authority) will need to approve the course in Kuali once you initiate the process.
2. Once the CBE Curriculum Committee receives the course in Kuali, it will be reviewed according to the deadlines outlined below.
3. After the CBE Curriculum Committee finishes the review of the course, the course will be approved and sent to the Dean for approval or the proposer will be notified by the CBE Curriculum Committee Chair of any changes that are required before the course is approved.
4. After the Dean approves a course, it will move forward in the Kuali system to the University Curriculum Office, which will review the proposal before being sent to the UW Curriculum Committee for final approval.

**Creating a New Program or Making Changes to an Existing Program**

1. For all new programs and program changes, please use the Notice of Proposal and 1503 forms, where applicable, which are available on the [UW Curriculum Office](https://registrar.washington.edu/curriculum/) webpage. Once the form is signed by the Department Chair or Program Director, email the document to the CBE Curriculum Committee Chair.
2. The CBE Curriculum Committee Chair will immediately send the form to the CBE Curriculum Committee for review and will provide two weeks for review. The proposer should coordinate delivery of the original form with the CBE Curriculum Committee Chair since the UW Curriculum Office requires original signatures.
3. Once the CBE Curriculum Committee approves the form, the CBE Curriculum Committee Chair will take the original to the Dean for signature. The CBE Curriculum Committee Chair will return the original form to the proposer, who is responsible for sending the form to the UW Curriculum Office. The UW Curriculum Office will begin the review process. The flowchart for the proposal process for undergraduate programs is available [here](https://registrar.washington.edu/wp-content/uploads/sites/5/2019/02/1503_flowchart.pdf).

Note: For creating and modifying Graduate programs, refer to the [UW Graduate School](https://grad.uw.edu/for-faculty-and-staff/creating-modifying-programs/).

**Deadlines**

Any course applications properly completed and submitted by the end of the first business day of the month will be processed within that month. Any course applications submitted after the CBE Curriculum Committee deadline will be deferred to the next month.

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| CBE Curriculum Committee Deadline | CBE Curriculum Committee Completes Review | University Curriculum Office Application Deadline | University Curriculum Committee Meets |
| August 1, 2019 | August 15, 2019 | August 30, 2019 | September 17, 2019 |
| September 2, 2019 | September 16, 2019 | October 1, 2019 | October 15, 2019 |
| October 1, 2019 | October 15, 2019 | November 1, 2019 | November 19, 2019 |
| November 1, 2019 | November 15, 2019 | December 2, 2019 | December 17, 2019 |
| December 2, 2019 | December 16, 2019 | January 2, 2020 | January 21, 2020 |
| January 2, 2020 | January 16, 2020 | January 31, 2020 | February 18, 2020 |
| February 3, 2020 | February 14, 2020 | March 2, 2020 | March 17, 2020 |
| March 2, 2020 | March 16, 2020 | April 1, 2020 | April 21, 2020 |
| April 1, 2020 | April 15, 2020 | May 8, 2020 | June 2, 2020 |
| June 1, 2020 | June 15, 2020 | July 1, 2020 | August 11, 2020 |

Below are the CBE Curriculum Committee deadlines to submit course modifications without the Kuali “Acknowledgment of Responsibility” section.

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| Approval Quarter | CBE Curriculum Committee Deadline | University Deadline |
| Winter Quarter 2020 | August 1, 2019 | August 30, 2019 |
| Spring Quarter 2020 | November 1, 2019 | December 2, 2019 |
| Summer Quarter 2020 | December 2, 2019 | January 2, 2020 |
| Autumn Quarter 2020 | February 3, 2020 | March 2, 2020 |

**Curriculum Committee Members**

2019-2020 Academic Year

Hyun Woo (Chris) Lee, Construction Management, Co-Chair

Rebecca Walter, Real Estate, Co-Chair

Brian McLaren, Architecture

Iain Robertson, Landscape Architecture

Jan Whittington, Urban Design and Planning

**Contact**

If you have questions about the process for creating or modifying programs or courses, please contact the CBE Curriculum Committee Chair.