

Agenda items:

- **Guest: Dean of College of Built Environments**

- **Approval of March 2020 minutes – (April 2020 meeting canceled)**

- **Discussion on strategic approaches in a constraint budgetary environment**

Background material: Office of Financial Management Memo (Attachment 1)

(April survey of AACU Presidents):

<https://www.aacu.org/sites/default/files/files/covid19-survey.pdf>

- **CBE Curriculum Committee**

1. Appointment/reappointment of the below department representatives willing to serve as Curriculum Committee members for the 2020/2021 academic year:
  - Ann Marie Borys, Architecture
  - Hyun Woo (Chris) Lee, Construction Management (co-chair of Curriculum Committee)
  - Lynne Manzo, Landscape Architecture
  - Rebecca Walter, Real Estate (co-chair of Curriculum Committee)
  - Jan Whittington, Urban Design and Planning
2. The two CBE Curriculum Committee co-chairs served their one-year term and will be stepping down.
  - a) The nominations of Jan Whittington and Vikramaditya Prakash – Associate Dean of Academic Affairs College Council will be discussed as co-chairs of the CBE Curriculum Committee for 2020/2021
  - b) Under the draft CBE Curriculum Committee by-laws College Council will need to allow a member of the CBE Curriculum Committee and not the chair to serve on College Council – discussed under item 4
3. The second attachment includes the new dates and deadlines for next year based on UW Curriculum Office's updated dates. College Council needs to approve it to be posted on the CBE Curriculum Committee Intranet page
4. The third attachment is a draft of the CBE Curriculum Committee by-laws for discussion.

- **Discussion on Teaching Evaluations and reporting to task force**



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

April 14, 2020

**TO:** Agency Directors  
Statewide Elected Officials  
Presidents of Higher Education Institutions

**FROM:** David Schumacher  
Director

**SUBJECT: BUDGET SAVINGS AND REDUCTIONS**

As in other states and countries hard hit by the global COVID-19 pandemic, Washington's economy has been largely idled in recent weeks. While it is not possible to project the full impact of the coronavirus response on our economy, we know the fiscal fallout from the economic downturn will be significant.

Because state revenue collections are expected to fall sharply this year, Governor Inslee has directed the Office of Financial Management to identify savings to offset revenue losses this biennium. Therefore, I am writing to ask you and your staff to immediately begin working with your [assigned OFM budget analyst](#) to identify savings and potential reductions in your operating budgets for all accounts in fiscal years 2020 and 2021. Suggested ways to find savings include:

- Identify under-expenditures, premium adjustments and efficiencies
- Use other funds in lieu of General Fund-State whenever possible
- Reduce programs
- Delay implementation of programs
- Delay the hiring of employees wherever possible
- Identify programs or services that do not meet your core mission
- Look for opportunities to immediately realize savings through program changes that you anticipate proposing in your 2021-23 budget requests.

In addition, please find savings from activities that have been diverted to the state's COVID-19 response and provide the information to your OFM budget analyst. Remember that agencies may not overspend their appropriations to fund COVID-19 activities. (See [OFM Memo](#) dated March 31, 2020.)

I also ask that you start planning now for an exercise to identify reductions in your agency budgets. Steep revenue drops may require a direct and immediate response to capture significant cuts and savings in all accounts that can be included in a second supplemental budget for the current biennium and the 2021-23 biennial budget.

Thank you for your attention to this important task. We appreciate your hard work, creativity and care to identify ways to reduce your budgets for the challenging economic times ahead.

cc: Agency Budget Officers  
OFM Budget Analysts

## Attachment 2 - Curriculum Committee

As per the CBE Bylaws Article 5, Section VII (College of Built Environment Bylaws as revised 8 June 2017) the CBE Curriculum Committee, as a standing committee established by the CBE Faculty Council, has been delegated responsibility for curricular review 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 on behalf of the CBE Faculty, 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](#) 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](#) online process (Kuali Curriculum Management). Department chairs (or other department representatives that have approval authority) need to approve the course in Kuali before the CBE Curriculum Committee can review it.
2. Once the CBE Curriculum Committee receives the course in Kuali, it will be reviewed according to the deadlines outlined below.
3. Review criteria: New courses and courses with changes will be reviewed for general 'standards' as established by Article 8, Section III (College of Built Environment Bylaws as revised 8 June 2017) which states: "In exercising the authority granted in Article VII, Section 2, individual Departments may not set standards lower than those established by the College, nor may a unit take action when it is contrary to academic or research policies adopted by the College through its governing body. The College faculty reserves the right to reject or modify any departmental action taken under Article VII, Section 2."
4. 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. In certain cases when the CBE Curriculum Committee may think that additional oversight is necessary, particularly when proposed changes are very significant or seem questionable, it may also refer such courses to the CBE College Council for final approval.
5. 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](#). 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. Review criteria: New Programs or Changes to Existing Programs will be reviewed by the whole Committee for general 'standards' as established by Article 8, Section III (College of Built Environment Bylaws as revised 8 June 2017) which states: "In exercising the authority granted in Article VII, Section 2, individual Departments may not set standards lower than those established by the College, nor may a unit take action when is contrary to academic or research policies adopted by the College through its governing body. The College faculty reserves the right to reject or modify any departmental action taken under Article VII, Section 2."

4. Once the CBE Curriculum Committee approves the form, the CBE Curriculum Committee Chair will take the original to the Dean for signature. In certain cases, the CBE Curriculum Committee may also refer programs to the CBE College Council for approval, if necessary, before forwarding it to the Dean.
5. 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](#).

Note: For creating and modifying Graduate programs, refer to the [UW Graduate School](#).

### 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.

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 16, 2019	September 16, 2019	October 1, 2019	October 15, 2019
October 1, 2019	October 15, 2019	November 21, 2019	November 17, 2019
November 21, 2019	November 16, 2019	December 12, 2019	December 15, 2019
December 12, 2019	December 15, 2019	January 2, 2020	January 21, 2020
January 4, 2020	January 15, 2020	January 31, 2020	February 18, 2020
February 13, 2020	February 16, 2020	March 12, 2020	March 17, 2020
March 12, 2020	March 15, 2020	April 1, 2020	April 20, 2020
April 1, 2020	April 15, 2020	May 7, 2020	June 12, 2020
June 1, 2020	June 15, 2020	July 1, 2020	August 11, 2020

\* Your department chair (or other department representatives that have approval authority) will need to approve the course in Quali before this deadline. The course application will only be received by the CBE Curriculum Committee after departmental approval.

Below are the CBE Curriculum Committee deadlines in relation to the earliest quarter that a new course or course revision can be implemented. As an example, if you want a new course or course revision to be implemented by Winter Quarter 2020, a

complete proposal in Kuali must be received by the CBE Curriculum Committee by ~~June 1, 2020~~~~August 1, 2019~~. Before the CBE Curriculum Committee can receive the proposal, the proposer must initiate the review process and your department chair (or other department representatives that have approval authority) will need to approve the course in Kuali.

Please note that if a new course or course change needs to be implemented for a quarter for which the deadline has already passed, the course will need to be submitted with the “Acknowledgement of Responsibility” section completed in Kuali. For more information, refer to the Curriculum Office’s [Acknowledgment of Responsibility](#) instructions.

(1) CBE Curriculum Committee Deadline	(2) University Deadline	(3) Quarter New Course or Course Revision is Implemented
<del>August 1, 2019</del> <u>June 1, 2020</u>	August <del>30</del> <u>28</u> , 20 <u>20</u> <del>19</del>	Winter Quarter 202 <u>1</u> <del>0</del>
November <del>24</del> , 20 <u>20</u> <del>19</del>	December <u>12</u> , 20 <u>20</u> <del>19</del>	Spring Quarter 202 <u>1</u> <del>0</del>
December <u>12</u> , 20 <u>20</u> <del>19</del>	<del>January 2</del> <u>December 31</u> , 2020	Summer Quarter 202 <u>1</u> <del>0</del>
February <u>13</u> , 202 <u>1</u> <del>0</del>	March <u>12</u> , 202 <u>1</u> <del>0</del>	Autumn Quarter 202 <u>1</u> <del>0</del>

### Curriculum Committee Members

~~2019~~2020-2021 Academic Year

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

Rebecca J. Walter, Real Estate, ~~Co-Chair~~

Ann Marie Borys~~Brian McLaren~~, Architecture

Lynne Manzo, 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.

### Attachment 3: College of Built Environments (CBE) Curriculum Committee By-Laws

#### A. Responsibilities of CBE Curriculum Committee

As per the CBE Bylaws Article 5, Section VII (College of Built Environment Bylaws as revised 8 June 2017) the CBE Curriculum Committee, as a standing committee established by the CBE Faculty Council, has been delegated responsibility for curricular review 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 on behalf of the CBE Faculty, before being submitted to the UW Curriculum Office. The CBE Curriculum Committee shall:

- Promote and preserve the integrity of degrees and academic functions of the College, guide decisions that use College resources strategically, synergistically, and effectively.
- Review and make recommendations to the CBE College Council and Dean regarding new undergraduate and graduate courses, changes to undergraduate and graduate courses, changes in undergraduate admission and program requirements, new undergraduate majors, minors, and degree programs, and new graduate programs or changes to existing graduate programs.
- Make recommendations to the CBE College Council and Dean regarding curricular policy matters at the College level, including general oversight of courses and programs offered for the common benefit of all units.
- Review other curricular matters as requested by the CBE College Council and Dean and engage in curricular innovation for the College.

#### B. Appointment of the CBE Curriculum Committee Members

The CBE Curriculum Committee shall consist of one faculty member from each Department in the College. Each representative shall hold the rank of assistant, associate, or full professor with a strong preference for those who have experience with curriculum development or approval at the department or university level. CBE College Council appoints one member from each Department by their last meeting of the academic year and establishes the Curriculum Committee Chair. CBE Curriculum Committee members serve one-year terms, which begin on September 16 and end on June 15. A member may be reappointed to serve additional terms. The CBE Curriculum Committee Chair must be a member of the CBE College Council and will serve a one-year term and can be reappointed to serve additional terms as the Chair. To ensure each Department has proper representation, if a member of the CBE Curriculum Committee is absent for more than two meetings in a row or four total for the academic year, CBE College Council will replace the member with another representative for that Department. New members shall attend a UW Curriculum Committee training.

#### C. Order of Business

The CBE Curriculum members shall meet in person or via web to carry out the responsibilities of the Committee. The meetings shall take place in the first or second week of each month from October through June to meet the deadlines set by the UW Curriculum Office. The September meeting will need to take place in the third week of the month to meet the deadlines set by the UW Curriculum Office. A quorum shall consist of a majority of voting members. Roberts' Rules of Order Newly Revised shall be the parliamentary authority and a quorum needs to be established to act on any agenda item. Meeting agendas and meeting minutes will be made public on the CBE Intranet website. The meetings for the

**Commented [VP1]:** Any value to thinking the curriculum committee as an independent entity?

**Commented [RJW2R1]:** I haven't experienced any issues with the CBE CC being a standing committee of the CBE Faculty Council but this may be something College Council would like to discuss.

**Commented [RJW3]:** Please note that at the current moment the CBE Curriculum Committee only reviews

**Commented [VP4]:** This seems tacked on here; in some ways I think that in reimagining the role of this committee

**Commented [RC5R4]:** I'm ok with this as one bullet with the addition of an overall bullet at the top – my suggestion

**Commented [MOU6R4]:** I think the role of CC in curricular innovation would be mostly as a reviewing body

**Commented [VP7]:** This could be a problem for smaller departments like RE and CM.

**Commented [RC8R7]:** RE, LA and CM are all relatively small compared to Arch and UDP. Perhaps there is

**Commented [RJW9R7]:** In the last three years I have seen examples of why it is important to have at least one

**Commented [MOU10R7]:** While I generally agree it can be an issue for smaller departments, I think it is still

**Commented [VP11]:** Why council appoint, rather than department faculty elect as at CoE?

**Commented [RJW12R11]:** It is my understanding that department faculty determine the person that is going to

**Commented [MOU13R11]:** Along with the previous comment, I think CBE CC can be a stand-alone, self-

**Commented [VP14]:** Why one year terms? Why not 3 year staggered terms?

**Commented [RC15R14]:** Term length is another good point to raise with college council

**Commented [MOU16R14]:** Both Rebecca and I felt that 3 year commitment was too long and wanted to provide

**Commented [RJW17]:** I understand this term is for faculty on 9-month appointments. Please note that this

**Commented [VP18]:** Not necessary if there are 3 year terms.

**Commented [RJW19R18]:** For smaller departments I think it is important to allow for reappointment to increase

**Commented [RJW20]:** This is something College Council may want to discuss changing.

**Commented [SD21]:** Change to a member of the CBE Curriculum Committee must be a member of the CBE

following year shall be scheduled in the May meeting so the Chair can update the Intranet in June with any changes to the submission process, the new deadlines, and new committee members. The CBE Curriculum Committee shall have a designated CBE staff member that is trained in UW Curriculum Office guidelines and works with the chair to set the monthly meeting agenda and manages the Kualu system.