

Minutes:

1. Policies and Procedures

Associate Dean for Research, Carrie Dossick, discussed the proposed policy and procedure process. The following questions and concerns were raised:

- The language in the proposal needs to be aligned with the CBE Bylaws
- Process for the comment period and the role of College Council in the process needs to be clearly defined in the document
- Expectations of College Council's role in the review of new and revised policy needs to be strategically aligned with scheduled meetings and work plan
- Point of clarification - the other councils referred to in the document include: diversity, student and staff councils
- A suggest was made that the specific policies and procedures that is driving the urgency of this document be disclosed

Action: Associate Dean for Research will provide a revised proposal after the current comment period closes on February 18, 2022. College Council will discuss the proposal at the next scheduled meeting on Thursday, March 3, 2022 and will prepare a memo addressed to the Associate Dean for Research on recommendations to the proposal, specifically focusing on the role of College Council in the proposed process.

2. College Curriculum Committee Report

Jan Whittington, Chair of the CBE Curriculum Committee, discussed the course proposals received for BE courses outside the PhD program for BE. The issues discussed are included in the attached document.

- How other units address cross-departmental curriculum development was discussed in the context of Graduate School Memo 5 and if this is a model that could be applied to both undergraduate and graduate course offerings
- CBE Curriculum Committee Chair recommended that the next steps are for College Council to address the overarching issues with the BE curriculum review process and ask for the analysis suggested in the attached document to be conducted
- Communication breakdown regarding the BE curriculum was emphasized
- BE Curriculum's impact on other departments was discussed in length regarding the benefits and challenges of an interdisciplinary curriculum and the allocate of scarce instructional resources

Action: College Council will develop a memo to the Dean's Office highlighting the issues raised and request that the overarching intentionally of the BE Curriculum along with the plan for resource allocation on how it will be supported is shared with College Council and faculty before determining the procedural process for creating and approving any new BE courses.

3. Faculty Senate Elections

Action: College Council Chair will be in contact with Faculty Senate regarding the rotation of faculty representation within CBE.

February 17, 2022

From: Jan Whittington, Chair of CBE Curriculum Committee

To: Kimo Griggs, Chair of the CBE College Council

[UW Course Approval Chain](#)

Workflow for course approval by the University of Washington:

Process	Issues	Possible Resolutions
A. Department Fills Out Application Online	<ul style="list-style-type: none"> • Courses are required to have a home department • There is no BE Department and courses are not part of the BE PhD program 	Using Graduate School Memo 5 * in setting up an Interdisciplinary Group (IG) under the Grad School Dean to offer graduate degree or certificate program which is the only way to create courses after it is approved Board of Regents
B. Department Chair Approves Application	<ul style="list-style-type: none"> • As there is no Department there is no chair 	This problem will be solved under the previous Memo 5 with the chair of the IG
C. CBE Curriculum Committee Reviews**/Approves Application	<ul style="list-style-type: none"> • If the courses are not from an established department and affect multiple departments there must be a process to approve a course across departmental curriculum committees and Chairs. This should occur before reaching the CBE CC. 	<ul style="list-style-type: none"> • Each member of the IG which will represent each department will be required to engage their department's curriculum committee and offer recommendations • Department curriculum committee recommendations with then be reconciled in the IG and the final course version will be resubmitted to departments CCs for approval • After approval is received the IG chair will submit the course to the CBE CC
D. UW Curriculum Committee Approves Application	None	None
E. UW Curriculum add the course to the Student Database	None	None

*These faculty serve as group members, nominate a chair who is appointed by the Dean of the Graduate School. An Interdisciplinary group needs to be formed under the Graduate School Dean's Office.

** **Submission Process** – [CBE Curriculum Committee](#)

Please refer to the [UW Curriculum Office](#) for instructions on preparing the application for courses and programs.

Existing System for 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.

Overarching Issues with the BE curriculum review process

Departmental representation and curricular approval

- The current BE commons committee is not elected, does not conform to Memo 5, and is not charged with a coordination and approval of courses or programs through departmental curriculum committees.

Insufficient data to provide meaningful review of course content

- No overall plan has been shared with College Council, the Departments or faculty on the reasoning for developing BE curriculum when there is no degree. What is the strategic vision, the need, how will all departments benefit and how will it be assessed overtime?

Effects of BE offerings on Departmental Programs and Resources

- To date, 5 BE courses have been approved outside of the BE studio courses and the BE PhD curriculum. These courses require study for their effects on SCH across BE departments. It is safe to assume that it is in CBE and Departments' collective interest to 'grow the pie'. However, existing records of SCH exchanged from Departments to these 5 existing courses should provide the data needed to ascertain how much, historically, new BE offerings pulled SCH from Departments and to what extent they actually 'grew the pie'. These data should also be compared in terms of the funds provided by Departments and CBE for providing instructors and teaching assistants. The ratio of historic Departmental SCH and budgetary losses to BE courses,

as well as College SCH and budgetary gains and losses, would provide a meaningful basis for determining the benefits of new offerings and future allocation of resources to BE courses.

- The BE studios have been financially supported, all or in part, by CBE, which could perhaps be a generally acceptable model for provision of BE courses, except that CBE and Departments have also operated in what could be considered an environment of scarcity, and Departmental and College policies regarding the number of students and teaching assistants per course vary significantly or are not yet documented. Meaningful questions about resources devoted to BE studios could include, for example:
 1. Number of instructors/TAs per course per quarter along with the students enrolled and the income generated?
 2. With the introduction of BE studios what studio courses were affected and how much was enrollment decrease in those courses?
 3. What are the expectations in introducing additional BE courses in terms of income & resources needed?