College of the Environment Curriculum Committee
Meeting Minutes for November 1, 2019
10:30 – 12:00 PM, Ocean Sciences Building, Room 203 (Dean’s Office conference room)

Present:
• Aquatic & Fishery Sciences – Luke Tornabene
• Atmospheric Sciences – Greg Hakim
• Earth & Space Sciences – Bruce Nelson & David Schmidt
• Environmental and Forest Sciences – Clare Ryan
• Marine Biology – Kerry Naish
• Program on the Environment – Kristi Straus
• Oceanography – Mikelle Nuwer
• Graduate Student Representatives – Henry Bell (Marine & Environmental Affairs); Robin McLachlan (Oceanography)
• Undergraduate Student Representatives – Emily Busse (Environmental Studies); Bela Sanchez (Environmental Studies)
• Director of Student & Academic Services (ex officio: committee staff) – Michelle Hall

1. Kristi Straus, Chair, welcomed new and returning committee members. Straus and Michelle Hall offered an overview of committee responsibilities, structure, and schedule and updates:
   • All course proposals will be reviewed via the online UW Curriculum Management (CM) system; many CM quick guides are available online.
   • Dean’s Office staff will send out calendar notifications and reminders for the winter meeting schedule soon.
   • REMINDER: Curriculum Management System Training led by Scott Fallgren, UW Curriculum Office staff, 11/8, 2:00-4:00 PM, OCN 203, Dean’s Office conference room.
   • For December meeting, Jason Johnson, Senior Associate Dean and Associate Vice Provost, Undergraduate Academic Affairs, and co-chair, of the Senate Task Force on Evaluation of Teaching, will join the meeting to discuss the task force’s work.
   • Wolf Latsch, Director, UW Study Abroad, tentatively scheduled for the January meeting.

2. Mikelle Nuwer presented a proposed course change from the School of Oceanography to change the course title, activities, and hours for OCEAN 401 “Chemical Oceanography.” Nuwer noted that this proposal was sent for committee review prematurely; she plans to work with her team on revisions. The committee suggested the following changes:
   • Submit complete syllabus, including statements on academic integrity, disability accommodation, and religious accommodation. See the college’s site on “Proposing a New Course” and Center for Teaching & Learning’s webpage on “Course and syllabus design.”
   • Need to add more detail on how participation will be evaluated since it accounts for 20% or more of the grade.
   • Consider appropriate perquisites for a 400-level course.
   • If the course continues to focus on current topics and journal articles within the field of chemical oceanography, the current title seems appropriate.
   • Revise the hours per week to 9 total (9 non-instructional hours per week is too much).

ACTION:
• Hall will send the proposal back in the Curriculum Management system for revisions.
3. Bruce Nelson and David Schmidt presented proposed program changes for the major requirements in Earth & Space Sciences and related course proposals from the Department of Earth & Space Sciences, resulting from the confluence of changes in faculty, shifts in course content, and student confusion re: what various ESS degree options mean. ESS redesigned their lower division curriculum, revised prerequisites, refocused the Geology Option on preparing students for the Association of State Boards of Geology Exam, and revised the Environmental Earth Sciences Option to be more flexible and to re-brand it as the Geoscience Option for students not planning to take the state exam.

NOTE: Because these changes are substantive and the Notice of Proposal (NOP) process is new, the Committee reviewed these in Spring 2019, provided initial feedback, and requested that final versions be submitted this autumn. ESS also consulted with the UW Curriculum Office to revise NOPs and 1503s to comply with the new review process. Substantive changes require the NOP first, then a 1503 form; non-substantive proposals only require a 1503 form. All changes requested by our committee and the UW Curriculum Office have been made, so these proposals did not need a detailed review.

The committee approved the ESS NOPs and 1503s and all of the ESS course proposals except the following, which the committee approved pending final revisions:

- **ESS 312 “Earth Materials”** - In the syllabus, add the [religious accommodation policy statement](#).
- **ESS 298 “Exploring Opportunities in Earth & Space Sciences at UW”** - In the syllabus, add the [religious accommodation policy statement](#). In the “Activities & Hours” section of the proposal, change the total hours to 6.

**ACTION:**

- Hall will work with ESS to submit the two NOPs to the UW Curriculum Office for posting for tri-campus review. After tri-campus review is complete, Hall will work with ESS to submit the 1503 forms to the Faculty Council on Academic Standards (FCAS) Subcommittee on Admissions and programs (SCAP) by the next deadline after tri-campus review is complete (12/20/19 or 1/10/20).
- Hall will work with Straus to approve the ESS course proposals except the two that need revisions (will send those back via Curriculum Management system).

4. Clare Ryan presented a proposed course change and program changes for the major requirements in Environmental Science & Resource Management from the School of Environmental & Forest Sciences:

- **SEFS 561 “Public Presentation in Environmental and Forest Sciences”**. The committee approved the proposal, pending final revisions:
  - In the “Activities & Hours” section of the proposal, need to include hours in the “Other” box since an explanation/justification is included for the “Other” hours, and the total should add up to 9 for a 3-credit course.
  - In the “Evaluation” section, need to add more detail on how participation will be evaluated since it accounts for 20% or more of the grade.
  - In the syllabus, page 4 still lists the old course title referencing “Urban Horticulture.”
If plan to advertise widely to graduate students across the college, consider broadening the title, perhaps to “Public Presentation in Environmental Sciences" (after consulting with Dean’s Office on any concerns with creating a college-wide course within SEFS).

Update the syllabus section just before the course schedule with the new proposed title.

- The committee approved the proposed changes in credit minimums within the BS in Environmental Science and Terrestrial Resource Management in the Sustainable Forest Management Option and the Natural Resource & Environmental Management Option.

**ACTION:**
- Ryan will consult with Julia Parrish regarding a broader title for the SEFS 561 course.
- Hall will submit the 1503 forms to the Faculty Council on Academic Standards (FCAS) Subcommittee on Admissions and programs (SCAP) by the next deadline on 12/20/19.

5. Greg Hakim presented a proposed new course from Atmospheric Sciences, ATM S 361 “Meteorology and the Media: Broadcast & Online Weather Communication,” and the committee approved the proposal, pending final revisions:
   - In the Curriculum Management system, under “Evaluation Details,” revise to make the evaluation break down consistent with the “Media Met schedule” syllabus document (the two do not currently match).
   - In the Curriculum Management system, under “Learning Objectives,” revise the learning goals to use higher level Bloom’s taxonomy language and action verbs such as “evaluate, create, etc.” instead of “become, learn, etc.” See the Center for Teaching & Learning’s webpage on “Course and syllabus design,” which includes a link to “Bloom’s Taxonomy of Educational Objectives.”

**ACTION:**
- Hall will send the proposal back via the Curriculum Management system for final revisions.

6. Meeting adjourned at 12:00 PM.