Guiding Document for Sustainability Curriculum Committee and Sustainability Designation

This document outlines a model for the implementation of s-designation courses, defining terms, policies, procedures for approval, and assessment of these courses. The S-designation is meant to encourage students and faculty to include elements of environmental sustainability into the curriculum in a meaningful way. The designation is meant to mark a course that deals with some aspect of environmental sustainability.

Hallmarks for S-Designation Courses:
· A significant component of readings, assignments, and other course materials address environmental topics.
· The course teaches students to think critically and examine environmental challenges and debates on an international, national, and local level.
· Students learn the underlying causes of environmental challenges and explore ways to address these challenges.

Formation of the Sustainability Curriculum Committee:
The committee would potentially include a volunteer representative from each of the academic departments (Humanities, Language Arts, Mathematics and Business, Natural Sciences, Social Sciences), Office of Academic Support, Office of Students Affairs, and possibly the Office of Career and Continuing Education with a chair selected from among the members by a simple majority. The Chair shall serve for two years with the possibility of renewal by a vote. Members shall serve for one academic year or as determined by their respective departments.

The committee will meet monthly or bi-monthly as the need arises. Their primary responsibility is to encourage, support, and train faculty in increasing the focus on teaching students about sustainability across the curriculum at Windward Community College. These responsibilities include 1. Creating and periodically reviewing and revising an efficient and transparent process for creating and assessing s-designated courses, 2. Encouraging, training, and recruiting faculty to propose and teach these courses, 3. Developing other initiatives to increase instruction in sustainability at Windward Community College.

Procedures and Policies for Creating, Approving, and Assessing S-designation courses

These are the steps to creating a S-Designation course. The approval is for a specific course taught by a specific instructor. Approval is good for five years after which a course should be assessed sometime during the fifth year to re-certify the course and ensure that the course is still meeting the S-designation Hallmarks. S-designation course will articulate with s-designation courses across the UH system and the
Sustainability programs at UH-Manoa. If a new course is being developed, it may be submitted simultaneously to both the Curriculum Committee and the Sustainability Curriculum Committee, but the Committee will wait for a Curriculum decision by Faculty Senate before acting.

1. Fill out the S-designation application form and submit it to the S-designated committee at least one week before the next meeting to give committee members time to look over the application material.
2. The course proposer is then required to attend the next Sustainability Curriculum meeting where the proposal will be discussed and voted on by all present. If the course needs revisions, the proposer can make the necessary changes and resubmit the proposal for the next meeting.
3. Once approved by the Sustainability Curriculum Committee the course will be forwarded to the Faculty Senate which will then vote to approve the S-Designation.
4. Once approved by all relevant parties, the course may be taught the next semester with the S-designation.